

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Accomack Circuit Court  
Second Judicial Circuit  
P. O. Box 126  
23316 Courthouse Avenue  
Accomac, VA 23301-0126

Hon. William R. O'Brien\*  
Hon. Glenn R. Croshaw  
Hon. Steven C. Frucci  
Hon. W. Revell Lewis III  
Hon. James Clayton Lewis  
Hon. Leslie L. Lilley  
Hon. Stephen C. Mahan  
Hon. H. Thomas Padrick Jr.  
Hon. A. Bonwill Shockley

Samuel H. Cooper Jr., Clerk  
757/787-5776  
Fax - 757/787-1849  
9:00AM - 5:00PM

E-Mail:  
SHCooper@courts.state.va.us

Albemarle Circuit Court  
Sixteenth Judicial Circuit  
Albemarle County Courthouse  
Court Square  
501 East Jefferson Street  
Charlottesville, VA 22902

Hon. Cheryl V. Higgins  
Hon. Timothy K. Sanner\*  
Hon. Daniel R. Bouton  
Hon. Richard E. Moore  
Hon. Susan L. Whitlock

Jon R. Zug, Clerk  
434/972-4083  
434/972-4085  
Fax - 434/293-0298  
8:30AM - 4:30PM

Alexandria Circuit Court  
Eighteenth Judicial Circuit  
Courthouse  
520 King Street  
Alexandria, VA 22314

Hon. Lisa Bondareff Kemler\*  
Hon. James C. Clark  
Hon. Nolan B. Dawkins

Edward Semonian Jr., Clerk  
703/746-4044  
9:00AM - 5:00PM

E-Mail:  
ed.semonian@alexandriava.gov

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct. & Dec.  
Grand Juries, 1st day of Term.  
Docket call held the 1st Mon. in Feb., April, June, Aug., Oct. & Dec.  
at 10:00 a.m.  
Court convenes at 9:30 a.m.  
Cases set by written request prior to term or at docket call held  
Monday (or Tuesday) preceding Term Day.  
Commissioners in Chancery are utilized.

Criminal Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., &  
Dec.  
Civil Terms begin, last Thursday of each month except Nov. and Dec.  
which is the 3rd Thursday.  
Grand Juries, 1st day of Term.  
All criminal cases set on Term Day.  
Court has adopted procedures of Rule 1:20 (a) and (e) for scheduling  
civil cases for trial, and either civil cases set by praecipe  
received through Wednesday preceding docket call on last Thursday of  
each month, or upon agreement of counsel with approval of court.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized in some contested chancery  
causes.

Terms begin, 2nd Monday, Jan., March, May, July, Sept., Nov.; at 9:00  
a.m.; cases may also be set for trial by telephone (703/746-4123).  
Motions Day, 2nd & 4th Wednesday at 10:00 a.m.  
Grand Juries, 2nd Monday of each month.  
Court convenes 10:00 a.m. except traffic and misdemeanor appeals,  
Status Conferences and Term Day at 9:00 a.m.; also uncontested ore  
tenu divorces, appointment of guardians/conservators and other very  
short uncontested matters are heard at 9:00 a.m.  
Commissioners in Chancery used in divorce cases, mechanics' lien  
suits and other chancery causes only when requested.  
Status Conferences are noticed by the court four months after the  
suit is filed for the purpose of setting a trial date.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-1

CIRCUIT      COURT      ADDRESSJUDGE   CLERK   PHONE #   HOURSTERMS OF COURT AND GENERAL INFORMATION

Alleghany Circuit Court  
Twenty-fifth Judicial Circuit  
P. O. Box 670  
Courthouse  
266 West Main Street  
Covington, VA 24426-0670

Hon. Malfourd W. Trumbo\*  
Hon. Victor V. Ludwig  
Hon. Charles L. Ricketts III  
  
Debra N. Byer, Clerk  
540/965-1730  
540/965-1738 Judges' Chambers  
Fax - 540/965-1732  
Fax - 540/965-1737 (Judge Trumbo)  
8:30AM - 5:00PM

E-Mail:  
dbyer@courts.state.va.us

Amelia Circuit Court  
Eleventh Judicial Circuit  
P. O. Box 237  
Courthouse Square  
Amelia, VA 23002-0237

Hon. Paul W. Cella\*  
Hon. Dennis M. Martin  
Hon. Joseph M. Teefey Jr.  
  
Marilyn Wilson, Clerk  
804/561-2128  
Fax - 804/561-6364  
8:30AM - 5:00PM

E-Mail:  
MWilson@courts.state.va.us

Amherst Circuit Court  
Twenty-fourth Judicial Circuit  
P. O. Box 462  
113 Taylor Street  
Amherst, VA 24521

Hon. F. Patrick Yeatts\*  
Hon. R. Edwin Burnette Jr.  
Hon. John T. Cook  
Hon. Michael T. Garrett  
Hon. James W. Updike Jr.

Deborah C. Mozingo, Clerk  
434/946-9321  
Fax - 434/946-9323  
8:30AM - 5:00PM

Terms begin, 2nd Monday, Jan., Apr., July, and 1st Tuesday after 2nd Monday in October.  
Grand Juries, 1st day of Term.  
Cases set on Term Day, cases also set between docket calls by agreement of counsel.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized in general chancery causes when needed.

Court convenes 10:00 a.m. normally. Occasionally, Court will set 9:00 a.m. cases.  
Terms Days: 1st Tuesday, Feb., Apr., June, Aug., Oct., & Dec. at 10:00 a.m.  
Criminal days: 1st Thurs. & 3rd Fri. each month, 9:00 a.m.  
Grand Juries, 1st day of Term.  
All cases set on Term Day; cases also set between docket calls by agreement of court and counsel.  
Commissioners in Chancery are utilized in general chancery causes when needed.  
The Circuit Court of Amelia County uses regular mail to distribute orders to attorneys and to litigants, only if they are not represented by counsel. We do not require a self-addressed stamped envelope.

Terms begin, 2nd Tuesday, Feb., Apr., June, Oct., & Dec.  
Grand Juries, 1st day of Term.  
Cases set on Term Day; cases also set between docket calls by agreement of court and counsel.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized.  
Amherst County distributes final orders in civil cases by regular mail to attorneys of record, or to pro se litigants, within two business days of receipt of the signed order in the Clerk's Office, from the Judge.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-2

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Appomattox Circuit Court  
Tenth Judicial Circuit  
297 Court Street, Suite B  
P. O. Box 672  
Appomattox, VA 24522-0672

Hon. Donald Carl Blessing  
Hon. Leslie M. Osborn\*  
Hon. Joel C. Cunningham  
Hon. Kimberley S. White

Janet A. Hix, Clerk  
434/352-5275  
Fax - 434/352-2781  
8:30AM - 4:30PM

E-Mail:  
jhix@courts.state.va.us

Arlington Circuit Court  
Seventeenth Judicial Circuit  
1425 North Courthouse Road  
Arlington, VA 22201

Hon. William T. Newman Jr.\*  
Hon. Louise M. DiMatteo  
Hon. Daniel S. Fiore II

Paul F. Ferguson, Clerk  
703/228-7010  
8:00AM - 4:00PM

Augusta Circuit Court  
Twenty-fifth Judicial Circuit  
P. O. Box 689  
Augusta County Courthouse  
1 East Johnson Street  
Staunton, VA 24402-0689

Hon. Victor V. Ludwig  
Hon. Malfourd W. Trumbo\*  
Hon. Charles L. Ricketts III

Carol M. Brydge, Clerk  
540/245-5321  
Fax - 540/245-5318  
8:30AM - 5:00PM

TERMS OF COURT AND GENERAL INFORMATION

Court convenes 9:30 a.m.  
Terms begin, Tuesday after the 1st Monday, Jan., Apr., June, Sept., & Nov.  
If the first day, known as Term Day, of any Term shall fall on a legal holiday, Term Day will be on the next day.  
Grand Juries, 1st day of Term.  
All criminal cases are to be set with the Office of the Commonwealth's Attorney.  
Civil cases are set by written request (email is preferred). Send request to dblessing@courts.state.va.us with copy to ajamerson@courts.state.va.us.

Terms begin, 3rd Monday, (or Tuesday if holiday falls on Monday) Feb. and April.  
Civil Motions Day - Every Friday, 10:00 a.m., fiduciary matters, appointment of guardians, and uncontested wills are set at 9:00 a.m.  
Evidentiary criminal motions are set at 9:30 a.m. on the 1st & 3rd Thurs. of each month and at 9:30 a.m. on Civil Term Day.  
Grand Juries, 3rd Monday of each month.  
Court convenes 10:00 a.m. (civil) and 9:30 a.m. (criminal).  
Commissioners in Chancery are utilized in divorce and partition.  
Ore tenus hearings are available every Tues. and Wed. at 9:30 a.m.  
All bench warrant arraignments can be heard Monday through Friday at 9:30 am

Terms begin, 4th Monday, Jan., Apr., July & Oct.  
Grand Juries, 4th Monday in January, March, May, July, September & November.  
Civil trials and motions hearings set by praecipe, filed by noon 7 days prior to civil docket call, held on the 1st and 3rd Monday of each month. (When civil docket call falls on a holiday, the docket call will be on Tuesday.)  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in limited instances.  
Civil Final Orders are mailed via regular mail. Criminal Final Orders are transported as follows: To Probation Officers, Court Service Units, Public Defenders, Commonwealth Attorneys and Attorneys who have provide email addresses, final orders are emailed. If there is no email address, we mail by regular mail. For Local Attorneys, we have a designated file tray from which they may pick up applicable orders.

Asterisk (\*) Denotes Chief Judge.  
Underscoring Denotes Judge Presiding in this Court.  
For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts  
1-3

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
Bath Circuit Court	Twenty-fifth Judicial Circuit	P. O. Box 180 Courthouse Warm Springs, VA 24484-0180	Hon. Malfourd W. Trumbo*	Hon. Victor V. Ludwig	Hon. Charles L. Ricketts III	
			Annette T. Loan, Clerk			540/839-7226 Fax - 540/839-7248 8:30AM - 4:30PM
Bedford Circuit Court	Twenty-fourth Judicial Circuit	123 East Main St. Suite 201 Bedford, VA 24523 Judges' Address: 123 East Main St. Suite 301	<u>Hon. James W. Updike Jr.</u>	Hon. F. Patrick Yeatts*	Hon. R. Edwin Burnette Jr.	
			Hon. John T. Cook	Hon. Michael T. Garrett		
			Cathy C. Hogan, Clerk			540/586-7632 Fax - 540/586-6197 8:30AM - 5:00PM
			E-Mail:			chogan@courts.state.va.us
Bland Circuit Court	Twenty-seventh Judicial Circuit	612 Main Street, Suite 104 P. O. Box 295 Bland, VA 24315	<u>Hon. Josiah T. Showalter Jr.*</u>	Hon. Bradley W. Finch	Hon. Brett L. Geisler	
			Hon. H. Lee Harrell	Hon. Marcus H. Long Jr.	Hon. Robert M. D. Turk	
			Rebecca I. Johnson, Clerk			276/688-4562 Fax - 276/688-2438 8:00AM - 6:00PM
			E-Mail:			rijohnson@courts.state.va.us

#### TERMS OF COURT AND GENERAL INFORMATION

Terms begin 3rd Monday (or Tuesday if holiday falls on Monday), Jan., June, Sept.; 1st Monday April.  
Grand Juries, 1st day of Term.  
Cases set on Term Day. Cases also set between docket calls by agreement of counsel with approval of court.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized in general chancery except divorce.  
Local rules adopted pursuant to § 8.01-4.

Terms begin, 1st Tuesday, Jan., March, May, July, Sept. & Nov.  
Grand Juries, 1st day of Term and 1st Friday, Feb., Apr., Jun., Aug., Oct., & Dec.  
All cases set on Term Day.  
Court convenes 9:00 a.m.  
Civil docket called at 10:00 a.m. on Term Day.  
Commissioners in Chancery not utilized.  
Misdemeanor appeals pre-set for 3rd & 4th day of Term.  
Bedford County Circuit sends (either via email or in/house) every order, final or otherwise) to anyone or entity mandated in the order and/or the attorney of record or any unrepresented party. We do not charge a fee or require envelopes.

Criminal Term begins, 2nd Monday, March, June, Sept. & Dec.  
Grand juries, 1st day of Term.  
Civil cases set by contacting Circuit Court Clerk's Office by agreement of counsel or on 1st day of Term.  
Criminal cases pre-set with Commonwealth's Attorney's Office.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized only in certain cases.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-4

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Botetourt Circuit Court  
Twenty-fifth Judicial Circuit  
P. O. Box 219  
Courthouse  
Main Street  
Fincastle, VA 24090-0219

Hon. Malfourd W. Trumbo\*  
Hon. Victor V. Ludwig  
Hon. Charles L. Ricketts III  
  
Tommy L. Moore, Clerk  
540/473-8274  
Fax - 540/473-8209  
8:30AM - 4:30PM

Bristol Circuit Court  
Twenty-eighth Judicial Circuit  
Courthouse  
497 Cumberland Street  
Bristol, VA 24201

Hon. Sage B. Johnson\*  
Hon. C. Randall Lowe  
Hon. Deanis L. Simmons  
  
Kelly F. Duffy, Clerk  
276/645-7321  
Fax - 276/821-6097  
9:00AM - 5:00PM  
  
E-Mail:  
kduffy@courts.state.va.us

Brunswick Circuit Court  
Sixth Judicial Circuit  
216 North Main Street  
Lawrenceville, VA 23868-0160

Hon. W. Allan Sharrett\*  
Hon. Nathan Curtis Lee  
  
V. Earl Stanley Jr., Clerk  
434/848-2215  
Fax - 434/848-4307  
8:30AM - 5:00PM  
  
E-Mail:  
vesjr@telpage.net

Buchanan Circuit Court  
Twenty-ninth Judicial Circuit  
P.O. Box 929  
Courthouse  
Grundy, VA 24614

Hon. Patrick R. Johnson  
Hon. Jack S. Hurley Jr.\*  
Hon. Michael Lee Moore  
Hon. Richard C. Patterson  
Hon. Henry A. Vanover  
  
Beverly S. Tiller, Clerk  
276/935-6567  
8:30AM - 5:00PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 1st Monday, March, June, August, Oct. & Dec.  
Grand Juries, 1st day of Term.  
Court convenes 9:30 a.m.  
Motion Day 1st Thursday of each month.  
Commissioners in Chancery are utilized upon request.

Docket calls will no longer be used. The Court will proceed with the Praeipie System to be called on the opening day of the term as set forth in Rule 1:15 of the Supreme Court of Virginia.  
Terms begin, 1st Monday, Aug., Nov., Feb., May.  
Grand Juries, 1st day of Term.  
Civil cases are set on Term Day or through contact with the Judge's office.  
Criminal cases set by Court upon receipt of record in Circuit Court from District Court.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are used only to review accountings of Special Commissioners.

Terms begin, 4th Tuesday in Feb., April, June, Aug., Oct. & Dec.  
Grand Juries, 1st day of Term.  
All cases are set on Term Day.  
Civil Court convenes 9:00 a.m.; Criminal court convenes at 9:00 a.m.  
Commissioners in Chancery are utilized as determined by court.  
Instructions must be submitted 5 days prior to trial.  
Local rules adopted pursuant to § 8.01-4.  
Brunswick Circuit Court requires a self-addressed, stamped envelope to send a copy of a final order to counsel or a litigant.

Terms begin, 2nd Monday, Jan., April, July, & Oct.  
Criminal Term begins, 4th Monday, Jan., April, July & Oct.  
Civil Term begins, 2nd Tuesday Jan., April, July, & Oct.  
Grand Juries, 2nd Monday, Jan., April, July, & Oct.  
All Cases set at early docket call on 4th Thursday preceding Term and on Term Day.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized primarily in cases dealing with partition suits.  
Normal practice is to send final orders by regular mail. Upon request other arrangements can be made.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-5

CIRCUIT      COURT      ADDRESS      JUDGE    CLERK    PHONE #    HOURS

Buckingham Circuit Court  
Tenth Judicial Circuit  
13061 W. James Anderson Hwy.  
P. O. Box 107  
Buckingham, VA 23921-0107

Hon. Donald Carl Blessing  
Hon. Leslie M. Osborn\*  
Hon. Joel C. Cunningham  
Hon. Kimberley S. White

Malcolm Booker Jr., Clerk  
434/969-4734  
Fax - 434/969-2043  
8:30AM - 4:30PM

Buena Vista Circuit Court  
Twenty-fifth Judicial Circuit  
Municipal Building  
2039 Sycamore Avenue  
Buena Vista, VA 24416

Hon. Malfourd W. Trumbo\*  
Hon. Victor V. Ludwig  
Hon. Charles L. Ricketts III

Christopher W. Coleman, Clerk  
540/261-8627  
Fax - 540/261-8625  
8:30AM - 4:30PM

E-Mail:  
ccoleman@courts.state.va.us

Campbell Circuit Court  
Twenty-fourth Judicial Circuit  
732 Village Highway  
P. O. Box 7  
Rustburg, VA 24588

Hon. John T. Cook  
Hon. F. Patrick Yeatts\*  
Hon. R. Edwin Burnette Jr.  
Hon. Michael T. Garrett  
Hon. James W. Updike Jr.

Sheila Bosiger, Clerk  
434/592-9517  
8:30AM - 4:30PM

Caroline Circuit Court  
Fifteenth Judicial Circuit  
P. O. Box 309  
112 Courthouse Lane, Suite A  
Bowling Green, VA 22427-0309

Hon. Patricia Kelly  
Hon. Joseph J. Ellis\*  
Hon. Sarah L. Deneke  
Hon. J. Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Michael E. Levy  
Hon. Charles S. Sharp  
Hon. Harry T. Taliaferro III  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Susan W. Minarchi, Clerk

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, Tuesday after 2nd Monday, Jan., April, June, Sept., & Nov.  
Grand Juries, 1st day of Term.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized in chancery cases except divorce cases.  
Criminal cases are set on Term Day.  
Civil cases are set by written request (email is preferred). Send request to dblessing@courts.state.va.us with copy to ajamerson@courts.state.va.us.

Terms begin, 4th Wednesday, Jan., July; 1st Monday April; 4th Monday, September.  
Grand Juries, 1st day of Term.  
Felonies set on 1st day of Term.  
Misdemeanor appeals pre-set for afternoon of Motions Day.  
Court convenes 9:30 a.m.  
Motion Day, 1st Friday & 3rd Friday (if needed) of each month.  
Commissioners in Chancery are utilized for execution of decrees of reference.

Terms begin, 2nd Monday, Jan., March, May, July, Sept. & Nov.  
Grand Juries, on term day at 9:00 a.m.  
Criminal cases are set on term day at 2:00 p.m.  
Civil cases are set on term day at 10:00 a.m. or by pretrial hearing which may be by telephone.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized.  
Distribution of court orders is by regular mail or interoffice office mail for local attorneys. If possible, please provide a self-addressed stamped envelope.

Criminal court convenes 9:00 a.m., Wed. & Thurs.  
Civil court convenes 9:00 a.m., Fri.  
Terms begin 1st Wed. at 9:00 a.m., Jan., March, May, July, Sept. & Nov.  
Grand Juries, 1st day of Term  
Civil cases are set on Term Day by praecipe and pursuant to Rule 1:20 (a)  
Criminal cases are set on the 1st day of each term (1st Wed.) in Jan., March, May, July, Sept. & Nov.  
Commissioners in Chancery are utilized in general chancery causes and selectively in divorce suits.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Caroline Circuit Court - Continued			804/633-5800			8:30AM - 4:00PM	
Carroll Circuit Court			<u>Hon. Brett L. Geisler</u>				Terms begin, 3rd Monday, March, June, Sept.; 2nd Monday, Dec.
Twenty-seventh Judicial Circuit			Hon. Josiah T. Showalter Jr.*				Motion Day, as scheduled.
P. O. Box 218			Hon. Bradley W. Finch				Grand Juries, 1st day of Term.
605 Pine Street			Hon. H. Lee Harrell				All cases set on Docket Day.
Hillsville, VA 24343-0218			Hon. Marcus H. Long Jr.				Court convenes 9:00 a.m.
			Hon. Robert M. D. Turk				Commissioners utilized in partition suits and selectively in divorce suits.
			Gerald R. Goad, Clerk				
			276/730-3070				
			Fax - 276/730-3071				
			8:00AM - 5:00PM				
Charles City Circuit Court			Hon. Michael E. McGinty*				Terms begin, 1st Tuesday, Jan., March, May, July, Sept., & Nov. 12.
Ninth Judicial Circuit			Hon. B. Elliott Bondurant				Grand Juries, 1st day of Term at 9:00 a.m.
P. O. Box 86			Hon. Richard H. Rizk				Criminal cases set for term at 9:00 a.m.
10780 Courthouse Road			Hon. Jeffrey W. Shaw				Civil cases set for term at 11:00 a.m.
Charles City, VA 23030-0086			Victoria E. Washington, Clerk				Civil cases set by praecipe submitted seven days preceding Term Day.
			804/652-2105				Should a Term Day fall on a legal holiday as set forth in § 2.1-21,
			804/652-2107				Code of Virginia (1950), as amended, the Term Day will be on the
			Fax - 804/829-5647				following day.
			8:30AM - 4:30PM				Commissioners in Chancery are utilized in real property cases.
			Stop recording at 4:00 p.m.				Instructions must be submitted 2 days prior to trial.
Charlotte Circuit Court			<u>Hon. Joel C. Cunningham</u>				Court convenes 9:30 a.m.
Tenth Judicial Circuit			Hon. Leslie M. Osborn*				Terms begin, Wednesday after the 1st Monday, Feb., April, June,
125 David Bruce Avenue			Hon. Donald Carl Blessing				Aug., Oct., & Dec.
P. O. Box 38			Hon. Kimberley S. White				Grand Juries, 1st day of Term.
Charlotte Cthse, VA 23923-0038			Nan R. Colley, Clerk				All cases set on Docket Day. Attorneys are required to be present.
			434/542-5147				Commissioners in Chancery are utilized.
			Fax - 434/542-4336				Civil cases set by written request (email is preferred). Send request
			8:30AM - 4:30PM				to kwhite@courts.state.va.us with a copy to
							ajamerson@courts.state.va.us.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-7

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Charlottesville Circuit Court  
Sixteenth Judicial Circuit  
315 East High Street  
Charlottesville, VA 22902

Hon. Richard E. Moore  
Hon. Timothy K. Sanner\*  
Hon. Daniel R. Bouton  
Hon. Cheryl V. Higgins  
Hon. Susan L. Whitlock

Llezelle Agustin Dugger, Clerk  
434/970-3766  
8:30AM - 4:30PM

E-Mail:  
dugger1@charlottesville.org

Chesapeake Circuit Court  
First Judicial Circuit  
307 Albemarle Drive  
Suite 300A  
Chesapeake, VA 23322-5579

Hon. Randall D. Smith\*  
Hon. Marjorie T. Arrington  
Hon. John W. Brown  
Hon. Timothy S. Wright

Faye W. Mitchell, Clerk  
757/382-3000  
Fax - 757/382-3034  
Fax - Criminal & Civil:  
757/382-3035  
8:00AM - 4:00PM

E-Mail:  
fmitchell@courts.state.va.us

Judges' Chambers:  
757/382-3050

Chesterfield Circuit Court  
Twelfth Judicial Circuit  
P. O. Box 125  
9500 Courthouse Road  
Chesterfield, VA 23832-0125

Hon. Steven Colin McCallum\*  
Hon. Timothy J. Hauler  
Hon. Frederick G. Rockwell III  
Hon. Lynn S. Brice  
Hon. David Edward Johnson  
Hon. Edward A. Robbins Jr.

Wendy Hughes, Clerk  
804/748-1241  
Fax - 804/796-5625  
8:00AM - 4:00PM

P.O. Box 57 (Judges)

Asterisk (\*) Denotes Chief Judge.  
Underscoring Denotes Judge Presiding in this Court.  
For Judge's Home Court, see Virginia Judges 6-1.

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 3rd Monday, April, June, Aug., Oct. & Dec.; Tuesday following the 3rd Monday in February.  
Grand Juries, 1st day of Term.  
Criminal cases set at term - New Indictments & Felony Cases - 9:30 a.m. - Misdemeanor & Misdemeanor Appeal cases - 11:30 a.m.  
Civil cases set for term at 2:00 p.m.  
Drug Court, Thursdays, 8:30 a.m.  
Commissioners in Chancery utilized for partition suits, suits to sell land of incompetents, occasional divorce cases.  
A Cover Sheet for Filing Civil Actions (Form CC-1416) is required for all Civil case filings.

Criminal Terms begin, 1st Tuesday of each month, 2:00 p.m. except when election date or a holiday is Term Day, then Term Day will be held on Wednesday after the 1st Tuesday.  
Civil Terms begin, 1st Tuesday of each month, 10:00 a.m., except when election date or a holiday is Term Day, then Term Day will be held on Wednesday after the 1st Tuesday.  
Civil motions are heard each Wednesday (Visit [www.cityofchesapeake.net/civilmotions](http://www.cityofchesapeake.net/civilmotions) or call 757-382-3074 to schedule a hearing.)  
Grand Juries, 1st day of each term.  
Civil cases are set by praecipe submitted by Thursday preceding Term Day.  
Court convenes 10:00 a.m. for regular criminal & civil trial dockets; 8:30 a.m. for criminal sentencing and probation violation hearings; and 9:30 a.m. for arraignments.  
Juries must be requested in writing 5 days before trial. Waiver of a requested jury must be 2 days before trial or costs assessed.  
Final orders are distributed using regular mail and require self-addressed stamped envelopes.

Criminal and Civil Terms begin Tuesday following 3rd Monday in Jan., 3rd Monday in March, May, July, Sept. & Nov.  
Grand Juries, 1st day of Criminal Term at 9:00 a.m.  
Criminal dockets generally convene at 9:00 a.m. and 1:00 p.m.  
Criminal cases set through Commonwealth's Attorney on designated days.  
Civil trials generally convene at 9:00 a.m.  
Hearings in civil cases are set with Judges' secretaries.  
Civil trials are set with Judges' secretaries or at Civil Docket Call at 2:30 p.m.  
Cases appealed from the J&DR Court are set at Civil Docket Call at 2:00 p.m., but may be pre-set with Judges' secretaries prior to Docket Call.  
NOTE: Please refer to internet site [www.courts.state.va.us](http://www.courts.state.va.us) for up-to-date information.



CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Clarke Circuit Court  
Twenty-sixth Judicial Circuit  
P. O. Box 189  
102 N. Church Street  
Berryville, VA 22611-0189

Hon. Clifford Lynwood Athey Jr.  
Hon. Alexander R. Iden  
Hon. Thomas J. Wilson IV\*  
Hon. Bruce D. Albertson  
Hon. Neil Randolph Bryant  
Hon. Dennis Lee Hupp  
Hon. Ronald Lewis Napier  
Hon. Clark Andrew Ritchie

Helen Butts, Clerk  
540/955-5116  
Fax - 540/955-0284  
9:00AM - 5:00PM

E-Mail:  
hbutts@courts.state.va.us

Colonial Heights Circuit Court  
Twelfth Judicial Circuit  
550 Boulevard  
P. O. Box 3401  
Colonial Heights, VA 23834

Hon. Steven Colin McCallum\*  
Hon. Timothy J. Hauler  
Hon. Frederick G. Rockwell III  
Hon. Lynn S. Brice  
Hon. David Edward Johnson  
Hon. Edward A. Robbins Jr.

Stacy L. Stafford, Clerk  
804/520-9364  
8:00AM - 4:00PM

E-Mail:  
SStafford@courts.state.va.us

Craig Circuit Court  
Twenty-fifth Judicial Circuit  
182 Main Street, Suite 4  
P. O. Box 185  
New Castle, VA 24127

Hon. Malfourd W. Trumbo\*  
Hon. Victor V. Ludwig  
Hon. Charles L. Ricketts III

Sharon P. Oliver, Clerk  
540/864-6141  
Fax - 540/864-7471  
9:00AM - 5:00PM

E-Mail:  
spoliver@courts.state.va.us

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 3rd Monday, Jan., April, July & Oct.  
Motion Day, 3rd Wednesday of each month, 9:00 a.m.  
Grand Juries, 1st day of Term.  
Misdemeanor appeals day, 4th Wednesday of Jan., March, May, July,  
Sept. & Nov.  
Praecipes must be filed not less than 7 days preceding Motion Day.  
Court convenes 9:00 a.m.  
Local rules adopted pursuant to § 8.01-4.  
Clarke County mails the final orders to the attorneys and  
unrepresented parties, or if requested, we fax the orders.

Terms begin, 1st Tuesday, Jan., Mar., May, July, Sept., & Nov.  
Grand Juries, 1st day of Term, 10:00 a.m.  
Civil cases set by consent of counsel with Circuit Court Clerk or at  
docket call.  
Criminal cases set by Circuit Court Clerk on designated days.  
General criminal cases on Tues.; civil cases on Mon.  
Court convenes 8:00 a.m. and 9:00 a.m. depending on docket.  
Commissioners in Chancery are utilized in general chancery causes and  
in designated divorce cases.

Terms begin, last Monday, Feb.; 2nd Monday, May, Sept., Nov.  
Grand Juries, 1st day of Term.  
Cases set on Term Day and chancery matters set between docket calls  
by agreement of counsel with court's approval.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized in general chancery causes;  
i.e., partition suits.  
Craig County Circuit Court sends the final orders out by regular mail.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-9

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Culpeper Circuit Court  
Sixteenth Judicial Circuit  
Courthouse Building  
135 W. Cameron Street  
Culpeper, VA 22701-3097

Hon. Susan L. Whitlock  
Hon. Timothy K. Sanner\*  
Hon. Daniel R. Bouton  
Hon. Cheryl V. Higgins  
Hon. Richard E. Moore

Janice J. Corbin, Clerk  
540/727-3438  
Fax - 540/727-3475  
8:30AM - 4:30PM

E-Mail:  
jcorbin@courts.state.va.us

Cumberland Circuit Court  
Tenth Judicial Circuit  
P. O. Box 8  
1 Courthouse Circle  
Cumberland, VA 23040-0008

Hon. Kimberley S. White  
Hon. Leslie M. Osborn\*  
Hon. Donald Carl Blessing  
Hon. Joel C. Cunningham

Sarah A. Spry, Clerk  
804/492-4442  
Fax - 804/492-4876  
8:30AM - 4:30PM

E-Mail:  
sspry@courts.state.va.us

Danville Circuit Court  
Twenty-second Judicial Circuit  
P. O. Box 3300  
Courts and Jail Building  
401 Patton Street  
Danville, VA 24543

Hon. Joseph W. Milam Jr.\*  
Hon. James J. Reynolds  
Hon. Stacey W. Moreau  
Hon. Clyde H. Perdue Jr.

Gerald A. Gibson, Clerk  
434/799-5168  
Fax - 434/799-6502  
9:00AM - 4:00PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 3rd Monday, Feb., April, June, Aug., Oct., Dec.  
Grand Juries, 1st day of Term.  
Criminal cases set on Term Date; civil cases set through Judge's  
Administrative Assistant, Leola Morse, 540-727-3440, or by praecipe  
on Term Day.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized in some contested chancery  
causes.  
Motion Day, 2nd & 4th Tuesday; 9:30 a.m. Criminal Cases; 1:30 p.m.  
Civil Cases  
Criminal cases we either send by regular mail, Secure Remote Access,  
Interoffice mail boxes, email (scram orders) or facsimile  
(physiological evaluation orders). Civil cases we either send regular  
mail or interoffice mail boxes.

Terms begin, Tuesday following 4th Monday, Jan., April, June, Sept. &  
Nov.  
Grand Juries, 1st day of Term.  
Court convenes 9:30 a.m.  
All criminal cases are to be set with the office of the  
Commonwealth's Attorney.  
Civil cases are set by written request (email is preferred). Send  
request to kwhite@courts.state.va.us with copy to  
ajamerson@courts.state.va.us.

Grand Juries and Terms begin on the 1st Monday in Jan., March, May,  
July, Sept. & Nov. If the 1st Monday is a holiday, term will begin on  
the next business day.  
Misdemeanor Docket Call, 9:00 a.m.; Felony Docket Call, 10:00 a.m.  
Grand Jury, 2nd day of each Term  
Call 434-799-5171 to set civil cases directly with Court.  
Commissioners in Chancery are utilized when the nature of the cases  
requires.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-10

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Dickenson Circuit Court  
Twenty-ninth Judicial Circuit  
P. O. Box 190  
293 Clintwood Main Street  
Clintwood, VA 24228-0190

Hon. Henry A. Vanover  
Hon. Jack S. Hurley Jr.\*  
Hon. Patrick R. Johnson  
Hon. Michael Lee Moore  
Hon. Richard C. Patterson

Richard W. Edwards, Clerk  
276/926-1616  
Fax - 276/926-6465  
8:00AM - 4:30PM

Dinwiddie Circuit Court  
Eleventh Judicial Circuit  
P. O. Box 63  
Dinwiddie, VA 23841-0063

Hon. Paul W. Cella\*  
Hon. Dennis M. Martin  
Hon. Joseph M. Teefey Jr.

John B. Chappell Jr., Clerk  
804/469-4540  
Fax - 804/469-5386  
8:30AM - 4:30PM

E-Mail:  
bchappell@courts.state.va.us

Physical address: 14008  
Boydton Plank Road

Essex Circuit Court  
Fifteenth Judicial Circuit  
P. O. Box 445  
305 Prince Street  
Tappahannock, VA 22560

Hon. Harry T. Taliaferro III  
Hon. Joseph J. Ellis\*  
Hon. Sarah L. Deneke  
Hon. J. Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Patricia Kelly  
Hon. Michael E. Levy  
Hon. Charles S. Sharp  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Gayle Ashworth, Clerk  
804/443-3541  
804/443-4381  
Fax - 804/445-1216  
8:30AM - 4:30PM

E-Mail:  
gashworth@courts.state.va.us

TERMS OF COURT AND GENERAL INFORMATION

Criminal Terms begin, 2nd Monday, March, June & September; 1st Monday, Dec.  
Grand Juries, 2nd Monday, March, June and Sept.; 1st Monday, Dec.  
All cases set on Term Day.  
Commissioners in Chancery are utilized in selection of jury.  
Civil Terms begin Tuesday, following Grand Jury.

Court convenes 9:00 a.m., and 1:00 p.m.  
Criminal term begins, 3rd Tues. each month  
Civil term begins, 3rd Tues. each month  
Grand Juries, 1st day of criminal term.  
Criminal cases set through Commonwealth's Attorney on designated days.  
Civil cases, hearings in civil cases, set through the Court  
Administrator, Tamara Wilson (804)733-2423 or  
twilson@courts.state.va.us, or on term days in matured cases.  
Criminal bench days every Wednesday a.m., 2nd Wed., a.m. and p.m.,  
1st Fri. a.m. and 4th Fri. a.m., and traffic appeals 4th Wed. p.m.  
The Court will email orders if we have an email address on file. If  
we don't have an email address then a self addressed stamped envelope  
is required. Online access to court orders and documents is also  
available for immediate retrieval. For more information concerning  
online access please visit our website here,  
<http://www.dinwiddieva.us/index.aspx?nid=746>.

Terms begin 4th Wednesday, Jan., April, July, & October.  
All cases set by agreement with Commonwealth's Attorney at  
preliminary hearing, on Term Day, or by agreement of counsel and the  
Court. The latter may be done by a telephone call to the Judge's  
office.  
Court convenes 9:00 a.m.  
In civil jury trials, instructions must be submitted to the Court and  
opposing counsel 5 days prior to trial.  
Commissioners in Chancery are utilized in general chancery causes and  
divorces.  
The practice for distribution of final orders is the following: DOC  
-fax P&P - fax Sentencing Guidelines - mail Orders to attorneys -  
automatically mailed to them after the judge signs, whether they ask  
or not.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts  
1-11

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Fairfax Circuit Court  
Nineteenth Judicial Circuit  
4110 Chain Bridge Road  
Fairfax, VA 22030  
Website:  
www.fairfaxcounty.gov/courts/circuit

Hon. Bruce D. White\*  
Hon. Penney S. Azcarate  
Hon. Randy I. Bellows  
Hon. Jan L. Brodie  
Hon. Grace Burke Carroll  
Hon. Michael F. Devine  
Hon. Brett A. Kassabian  
Hon. Lorraine Nordlund  
Hon. Daniel Eric Ortiz  
Hon. David Stanford Schell  
Hon. Stephen C. Shannon  
Hon. Robert J. Smith  
Hon. John M. Tran

John T. Frey, Clerk  
703/246-4111  
703/691-7320 - General Court  
Information  
Fax - 703/273-6564  
8:00AM - 4:00PM

Fauquier Circuit Court  
Twentieth Judicial Circuit  
29 Ashby Street  
Warrenton, VA 20186-3202

Hon. Jeffrey W. Parker\*  
Hon. Douglas L. Fleming Jr.  
Hon. Jeanette A. Irby  
Hon. Burke F. McCahill  
Hon. Stephen E. Sincavage

Gail H. Barb, Clerk  
540/422-8100  
8:00AM - 4:30PM

Floyd Circuit Court  
Twenty-seventh Judicial Circuit  
100 East Main St.  
Room 200  
Floyd, VA 24091-0057

Hon. Josiah T. Showalter Jr.\*  
Hon. Bradley W. Finch  
Hon. Brett L. Geisler  
Hon. H. Lee Harrell  
Hon. Marcus H. Long Jr.  
Hon. Robert M. D. Turk

Rhonda T. Vaughn, Clerk  
540/745-9330

TERMS OF COURT AND GENERAL INFORMATION

Court convenes: Monday - Thursday 10:00 a.m.  
--Criminal Motions - Friday 9:00 a.m. & 10:00 a.m.  
--Civil Motions - Friday 9:00 a.m., 10:00 a.m. & 11:30 a.m.  
Arraignments: Monday - Thursday, 10 a.m., & Fri., 9:00 a.m.  
Term Begins: 3rd Monday of every odd month (Jan., March, May, July, Sept., Nov.; except if it's a holiday, then it would be the 3rd Tues. of the month.)  
Grand Juries:  
--Regular Grand Jury: 3rd Monday of every odd month except when Monday is a holiday, then Grand Jury would be on a Tuesday.  
--Interim Grand Jury: 3rd Monday of every even month except when Monday is a holiday, then Grand Jury would be on a Tuesday.  
Grand Jury meets the 3rd Monday of every odd-numbered month (January, March, May, July, September and November) and Criminal Term Day shall commence at 9:00 a.m. on each Thursday immediately following the regular Grand Jury. Interim Grand Jury meets the 3rd Monday of every even-numbered month (February, April, June, August, October and December) and an Interim Criminal Term Day shall be held commencing at 9:00 a.m. on each Thursday immediately following any Interim Grand Jury. ; ; Exceptions: ; 1. Should Grand Jury or Interim Grand Jury fall on a state holiday, it will commence the next business day and Term Day will follow on the next day after Grand Jury. ; 2. In the event that Grand Jury falls during a mandatory judicial conference (usually in May), please contact the Clerk's Office for actual Grand Jury and Term Day dates.

Misdemeanor Appeal Days, 2nd Tuesday each month.  
Terms begin, 4th Monday, Jan., March, May, July, Sept., & Nov.  
Motion Day, 1st & 3rd Tuesday each month at 9:00 a.m.; Domestic Motions called at 1:30 p.m.  
Grand Juries, 1st day of Term.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in partition suits and other selected suits.  
Depositions are utilized in divorces.  
Fauquier Circuit distributes final orders by e-mail and mails certified copies of divorce decrees

Terms begin, 1st day March, June, Sept., & Dec.  
Grand Juries, 1st day of Term, 9:00 a.m.  
Cases set by agreement of counsel and consent of court, using scheduling forms and praecipe.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in chancery causes and equitable distribution.  
Certified copies of Court orders are mailed out or given to the attorneys within a few days of entry by the Court, Usually within 2 -

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-12

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Floyd Circuit Court	Continued		Fax - 540/745-9303 8:30AM - 4:30PM 8:30 am - 12:00 noon, Sat, except holiday weekends				3 days. Self addressed stamped envelopes are appreciated.
Fluvanna Circuit Court	Sixteenth Judicial Circuit	72 Main Street P. O. Box 550 Palmyra, VA 22963	<u>Hon. Susan L. Whitlock</u> Hon. Timothy K. Sanner* Hon. Daniel R. Bouton Hon. Cheryl V. Higgins Hon. Richard E. Moore				Terms begin, 4th Monday, Feb., April, June, Aug., Oct.; 3rd Tues. in Dec. Grand Juries, 1st day of Term. Criminal cases set on Term Date; civil cases set through Judge's Administrative Assistant, Leola Morse, 434-591-1970. Court convenes 9:30 a.m., except at 10:00 a.m. on Term Days. Commissioners in Chancery are utilized in some contested chancery cases.
			Tristana P. Treadway, Clerk 434/591-1970 Fax - 434/591-1971 8:00AM - 4:30PM				
Franklin Circuit Court	Twenty-second Judicial Circuit	P. O. Box 567 275 South Main Street Suite 212 Rocky Mount, VA 24151	Hon. Joseph W. Milam Jr.* Hon. Stacey W. Moreau Hon. Clyde H. Perdue Jr. Hon. James J. Reynolds				Terms begin, 1st Monday, Feb., April, June, Aug., Oct., and Dec. All cases are set by the Court's Administrative Assistant, Lori Cundiff, and the dates coordinated with the attorneys involved. Criminal cases are set the week following the preliminary hearing. Civil Cases are set 90 days after filing. Criminal and misdemeanor appeals are set by the Clerk of the General District Court or the Juvenile and Domestic Relations District Court at the time the appeal is noted.
		P. O. Box 601 (Judge)	Teresa J. Brown, Clerk 540/483-3065 Fax - 540/483-3042 8:30AM - 5:00PM				
			E-Mail: tjbrown@courts.state.va.us				
Frederick Circuit Court	Twenty-sixth Judicial Circuit	5 North Kent Street Winchester, VA 22601	<u>Hon. Clifford Lynwood Athey Jr.</u> <u>Hon. Neil Randolph Bryant</u> <u>Hon. Alexander R. Iden</u> Hon. Thomas J. Wilson IV* Hon. Bruce D. Albertson Hon. Dennis Lee Hupp Hon. Ronald Lewis Napier Hon. Clark Andrew Ritchie				Terms begin, Thursday after the 1st Monday, Jan., April, July, & Oct. A mini-term day is held each month, Thursday after the 1st Monday. Motion Day, 1st Wed. after the 1st Monday of each month. Misdemeanor appeal days, 3rd Wed. after 1st Mon. each month. Grand Juries, 1st Thursday after the 1st Monday of each month. Praecipes must be filed not less than 7 days preceding Motion Day. Court convenes 9:00 a.m. Commissioners in Chancery are utilized in special instances. Local Rules adopted pursuant to § 8.01-4. Faxes from attorneys and litigants will NOT be accepted without prior approval. Frederick County Circuit Court either hand deliver the orders to the litigants/attorneys or if they are not available we will mail copies within 2 days.
			Rebecca P. Hogan, Clerk 540/667-5770 9:00AM - 5:00PM				
			E-Mail: rhogan@courts.state.va.us				

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-13

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>
Fredericksburg Circuit Court Fifteenth Judicial Circuit 701 Princess Anne Street, Suite 100 Fredericksburg, VA 22401 <a href="http://www.fredericksburgva.gov/index.aspx?nid=548">http://www.fredericksburgva.gov/index.aspx?nid=548</a> Judge's Chambers: 701 Princess Anne St. Suite 300 Fredericksburg, VA 22401			<u>Hon. Gordon F. Willis</u> Hon. Joseph J. Ellis* Hon. Sarah L. Deneke Hon. J. Overton Harris Hon. Herbert M. Hewitt Hon. Patricia Kelly Hon. Michael E. Levy Hon. Charles S. Sharp Hon. Harry T. Taliaferro III Hon. Victoria A. B. Willis			Jeff Small, Clerk 540/372-1066 540/372-1171 - Judge's Chambers Fax - 540/372-1174 - Judge's Chambers 8:30AM - 4:30PM
Giles Circuit Court Twenty-seventh Judicial Circuit P. O. Box 502 501 Wenonah Avenue Pearisburg, VA 24134			Hon. Josiah T. Showalter Jr.* Hon. Bradley W. Finch Hon. Brett L. Geisler Hon. H. Lee Harrell Hon. Marcus H. Long Jr. Hon. Robert M. D. Turk			Charles L. Fraley III, Clerk 540/921-1722 Fax - 540/921-3825 8:30AM - 5:00PM  E-Mail: cfracley@courts.state.va.us

# TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 4th Monday, Jan., April, July, & Oct.  
Grand Juries convene 4th Monday of every month.  
Civil cases set on Term Day; criminal cases set upon indictment.  
Court convenes 9:00 a.m.  
Motion days are the 2nd & 4th Mondays of each month. Motions lasting longer than 20 minutes or on a day other than motions day must be scheduled with chambers.  
Notice of criminal motions must be received in the Clerk's office by noon 3 business days before hearing.  
Notice of civil motions must be received in Clerk's office by noon the Wednesday of the week preceeding the week in which the motion is to be heard.  
Term day praecipes must be received in Clerk's office by 4:00 p.m. twelve (12) days before the requested term day.  
Estate matters are handled by appointment.  
VLRCS coversheets are required for all land recordings. Gpin numbers need to be noted on the first page of all recordings. The Gpin must be placed on both the parcel identification and tax map lines of the ILS coversheet.  
Last recording is completed by 3:00 p.m.  
All Civil filings require a Civil order cover sheet. (Form CC-1416)  
Fredericksburg emails certified final orders. Please provide us with a valid email address for all parties wishing to receive a copy.

Terms begin, 2nd Tuesday, Jan., April, July, & Oct.  
Grand Juries, 1st day of Term.  
Cases set on docket calls or by agreement of counsel with consent of court.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in selection of jury, partition suits, and other major contested chancery causes.  
Docket calls are scheduled 10:00 a.m. on opening day of Term.  
Giles County mails a certified copy to each party involved in the case.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-14

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Gloucester Circuit Court  
Ninth Judicial Circuit  
7400 Justice Drive, Room 327  
Gloucester, VA 23061

Hon. Michael E. McGinty\*  
Hon. B. Elliott Bondurant  
Hon. Richard H. Rizk  
Hon. Jeffrey W. Shaw

Margaret F. Walker, Clerk  
804/693-2502  
Fax - 804/693-2186  
8:00AM - 4:30PM

E-Mail:  
mwalker@courts.state.va.us

Goochland Circuit Court  
Sixteenth Judicial Circuit  
P. O. Box 196  
2938 River Road West  
Goochland, VA 23063

Hon. Timothy K. Sanner\*  
Hon. Daniel R. Bouton  
Hon. Cheryl V. Higgins  
Hon. Richard E. Moore  
Hon. Susan L. Whitlock

Dale W. Agnew, Clerk  
804/556-5353  
Fax - 804/556-4962  
8:30AM - 5:00PM

Grayson Circuit Court  
Twenty-seventh Judicial Circuit  
P. O. Box 130  
129 Davis Street  
Independence, VA 24348-0130

Hon. Brett L. Geisler  
Hon. Josiah T. Showalter Jr.\*  
Hon. Bradley W. Finch  
Hon. H. Lee Harrell  
Hon. Marcus H. Long Jr.  
Hon. Robert M. D. Turk

Susan M. Herrington, Clerk  
276/773-2231  
Fax - 276/773-3338  
8:00AM - 5:00PM

Greene Circuit Court  
Sixteenth Judicial Circuit  
P. O. Box 386  
Stanardsville, VA 22973-0386

Hon. Daniel R. Bouton  
Hon. Timothy K. Sanner\*  
Hon. Cheryl V. Higgins  
Hon. Richard E. Moore  
Hon. Susan L. Whitlock

22 Court Street

Brenda M. Compton, Clerk  
434/985-5208  
Fax - 434/985-6723  
8:15AM - 4:30PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 1st Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of term, 9:00 a.m.  
All cases set on Term Day; civil cases set by praecipe only.  
Court convenes 9:00 a.m.; docket call at 10:00 a.m.  
Local rules adopted pursuant to § 8.01-4.  
Should a Term Day fall on a legal holiday as set forth in § 2.1-21,  
Code of Virginia (1950), as amended, the Term Day will be on the  
following day.  
Pendente Lite and motions heard on motions day set by the judge.

Court convenes 9:30 a.m. except Motion Days which begins at 9:00 a.m.  
Terms begin, 2nd Tuesday, Feb., April, June, Aug., Oct., & Dec.  
Grand Juries, 1st day of Term.  
Civil cases set on Term Day by praecipe.  
Commissioners in Chancery are rarely utilized and only by agreement  
of Counsel.  
Local rules adopted pursuant to § 8.01-4.  
Goochland Circuit Court sends copies of orders by regular mail.

Terms begin 4th Friday, Oct., Jan., April, & July at 9:00 a.m.  
Grand Juries, 1st day of Term.  
All cases set on Docket calls 2nd Fri. of month of Term, or by  
agreement of counsel with consent of court.  
Court convenes 9:00 a.m.  
Commissioners in Chancery utilized in partitions suits, not normally  
used in divorce cases.

Terms begin 2nd Mon., Feb., April, June, Aug., Oct., & Dec.  
October Term: Tues. after 2nd Mon. as 2nd Mon. is a holiday  
Grand Juries, 1st day of Term, 9:00 a.m.  
Criminal cases set on Term Day.  
Civil cases set by praecipe on Term Day, 11:00 a.m.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in some chancery causes.  
Motions Day, 3rd Tues. (Criminal 9:00 a.m.; Civil 1:30 p.m.)  
As soon as the Judge enters the final order it is processed and  
certified copies are distributed by mail.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts  
1-15

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
Greensville Circuit Court Sixth Judicial Circuit P. O. Box 631 337 South Main Street Emporia, VA 23847-0631			<u>Hon. W. Allan Sharrett*</u> Hon. Nathan Curtis Lee			
			Robert C. Wrenn, Clerk 434/348-4215 Fax - 434/348-4020 8:30AM - 5:00PM			
Halifax Circuit Court Tenth Judicial Circuit P. O. Box 729 Main Street Halifax, VA 24558			<u>Hon. Joel C. Cunningham</u> Hon. Leslie M. Osborn* Hon. Donald Carl Blessing Hon. Kimberley S. White			
			Cathy M. Cosby, Clerk 434/476-6211 Judge's Office: 434-476-6114 Fax - 434/476-2890 Fax - Judge's Office: 434-476-6076 8:30AM - 4:30PM			
Hampton Circuit Court Eighth Judicial Circuit P. O. Box 40 101 King's Way Mall Hampton, VA 23669-0040			<u>Hon. Wilford Taylor Jr.*</u> <u>Hon. Christopher W. Hutton</u> <u>Hon. Bonnie L. Jones</u>			
			Linda Batchelor Smith, Clerk 757/727-6105 Fax - 757/728-3505 8:30AM - 4:00PM			

#### TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 1st Tuesday, Feb., April, June, Aug., Oct., & Dec.  
Motions Day, 1st and 3rd Friday, each month.  
Grand Juries, 1st day of Term.  
All cases set on Term Day.  
Civil cases set by court administrator.  
Court convenes 9:00 a.m. (criminal and civil)  
Commissioners in Chancery are utilized in chancery causes and some divorce cases.  
Instructions must be submitted 5 days prior to trial.  
Local rules adopted pursuant to § 8.01-4.

Regular grand jury meets Jan. 8, 2015 and on the 1st Thurs. every other month thereafter. (March 5th, May 7th & July 1st)  
Grand Juries, 1st day of Term. \*\*Effective July 1, 2015, term days will be the 1st Thurs. of each month.  
Docket call days will be the 1st Thurs. of every month beginning Feb. 5, 2015. If the docket call day falls on a legal holiday, then docket call shall occur the following Thursday.  
Civil cases set by written request (email is preferred). Send request to ptalbott@courts.state.va.us. Court convenes at 9:00 a.m.  
Commissioners in Chancery are utilized in general chancery causes, except divorce.

Terms begin, 1st Monday, Feb., April, June, Aug., Oct., & Dec.  
Criminal Term Grand Juries, 1st Monday, each month 9:00 a.m.  
All cases set on Term Day.  
Civil cases set by praecipe (Judges' secretary handles all scheduling issues).  
Court convenes 9:00 a.m. - civil matters; 9:00 a.m., 10:30 a.m., and 2:00 p.m. - criminal matters.  
Commissioners in Chancery are utilized in divorce and other cases for good cause shown.  
Local rules adopted pursuant to § 8.01-4.  
To set or cancel court hearing, contact Judges' office.  
Faxes not accepted in civil matters.  
Faxes only accepted in Criminal matters as set forth in the Docket Management & Continuance Policy, amended March 11, 2005.  
Recordation cutoff time 3:30 p.m.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-16



CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Hanover Circuit Court  
Fifteenth Judicial Circuit  
P. O. Box 39  
7507 Library Drive  
Hanover, VA 23069-0039

Hon. J. Overton Harris  
Hon. Joseph J. Ellis\*  
Hon. Sarah L. Deneke  
Hon. Herbert M. Hewitt  
Hon. Patricia Kelly  
Hon. Michael E. Levy  
Hon. Charles S. Sharp  
Hon. Harry T. Taliaferro III  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Frank D. Hargrove Jr., Clerk  
804/365-6150  
Fax - 804/365-6278  
8:00AM - 4:30PM

E-Mail:  
FHargrove@courts.state.va.us

Henrico Circuit Court  
Fourteenth Judicial Circuit  
P. O. Box 90775  
4301 East Parham Road  
Henrico, VA 23273

Hon. Gary A. Hicks\*  
Hon. Lee A. Harris Jr.  
Hon. John Marshall  
Hon. Richard S. Wallerstein Jr.  
Hon. James Stephen Yoffy

Heidi S. Barshinger, Clerk  
804/501-4202  
8:00AM - 4:30PM

Henry Circuit Court  
Twenty-first Judicial Circuit  
Suite B  
3160 Kings Mountain Rd.  
Martinsville, VA 24112-3966

Hon. David V. Williams\*  
Hon. Martin F. Clark Jr.  
Hon. G. Carter Greer  
  
Jennifer R. Ashworth, Clerk  
276/634-4880  
9:00AM - 5:00PM

# TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 3rd Tuesday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term and as otherwise called.  
Criminal cases set at preliminary hearing, when appealed or at the  
convening of a grand jury.  
Civil cases set on Term Day at 2:00 p.m., by appearance or by  
contacting Judge's chambers at 804/365-6161.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in partition suits.

Criminal Terms begin, 2nd Monday, Jan., March, May, July, Sept., &  
Nov.  
Grand Juries, 1st day of Term, 9:00 a.m.  
Civil cases set 2nd Monday, July, Oct., Jan., & April (2:00 p.m.) or  
may be set by telephone.  
Criminal cases set when appealed or at preliminary hearing.  
Court convenes 9:00 a.m.; 10:00 a.m. for jury trials.  
Commissioners in Chancery are utilized in unusual causes;  
accountings; suits by creditors; suits on mechanic's lien; partition  
suits; sale of land of persons under disability, some divorce cases.  
Instructions must be submitted 2 days prior to trial.  
\*\*Effective May 1, 2016, the Henrico Circuit Court will no longer be  
holding civil docket calls.\*\*

Terms begin, 3rd Monday, 9:00 a.m., in July, Sept., Nov., Mar., &  
May; 1st Tuesday after 3rd Monday, 9:00 a.m., in Jan.  
Grand Juries, 1st day of Term.  
Pursuant to Rule 1:20, counsel of record may agree to a trial date as  
a part of a written plan prepared and submitted to the court for  
approval pursuant to Rule 1:18, after obtaining a trial date from the  
court's administrative assistant.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in partition suits, creditors  
suits, etc.  
Distribution of Final Orders Procedures: Civil: send copies as  
directed by order. J&DR Civil appeals: Copy to attorneys of  
record, parties pro se, DCSE and CASA when appropriate Criminal:  
Upon request.

Asterisk (\*) Denotes Chief Judge.  
Underscoring Denotes Judge Presiding in this Court.  
For Judge's Home Court, see Virginia Judges 6-1.

<u>CIRCUIT</u>	<u>COURT</u>	<u>ADDRESS</u>	<u>JUDGE</u>	<u>CLERK</u>	<u>PHONE #</u>	<u>HOURS</u>	<u>TERMS OF COURT AND GENERAL INFORMATION</u>
Highland Circuit Court Twenty-fifth Judicial Circuit P. O. Box 190 Monterey, VA 24465-0190			Hon. Malfourd W. Trumbo*				Terms begin, 3rd Tuesday, March, June, Sept., & Dec. Grand Juries, 1st day of Term. Court convenes 9:30 a.m. Commissioners in Chancery are utilized. The Highland Circuit Court uses regular mail to distribute final orders and appreciate, but do not require, self addressed stamped envelopes.
			Judy W. Hupman, Clerk 540/468-2447 Fax - 540/468-2047 8:30AM - 4:30PM				
Hopewell Circuit Court Sixth Judicial Circuit P. O. Box 310 100 E. Broadway Room 251 Hopewell, VA 23860			<u>Hon. W. Allan Sharrett*</u> Hon. Nathan Curtis Lee				Terms begin, 2nd Tuesday, Feb., Apr., June, Aug., Oct., & Dec. Motions Day, 2nd and 4th Fridays. Grand Juries, 1st day of Term. Civil cases set by praecipe. Civil Court convenes 9:00 a.m. Criminal Court convenes 9:00 a.m. Commissioners in Chancery are utilized in partition suits. Instructions must be submitted 5 days prior to trial. Local rules adopted pursuant to § 8.01-4. Final Orders will be mailed to all counsel of record and any unrepresented party as soon as they have been entered by the Judge. The preferred practice is to submit self-addressed, stamped envelopes for the return of the certified copies of the Final Order. However, this office will always mail and provide certified copies to all parties whether an envelope has been provided to us or hasn't been provided to us.
			Tamara J. Ward, Clerk 804/541-2239 Fax - 804/541-2438 8:30AM - 4:00PM				
Isle of Wight Circuit Court Fifth Judicial Circuit 17000 Josiah Parker Circle P. O. Box 110 Isle of Wight, VA 23397			<u>Hon. Carl Edward Eason Jr.*</u> Hon. Lawson Wayne Farmer Hon. Robert H. Sandwich Jr.				Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov. Motion Day, every Tues.. 9:00 a.m., in Suffolk. Civil cases set by civil court administrator. Grand Juries, 1st day of Term. Court convenes 9:30 a.m. Commissioners in Chancery are utilized for divorce, annulments, and depositions if an affidavit conducted before a notary is filed. Instructions must be submitted seven days prior to trial. Local rules adopted pursuant to § 8.01-4. Civil final orders are certified and mailed to attorneys; and any other pertinent orders (such as temporary custody orders etc) are certified and mailed. All others orders during the course of the case are emailed to attorneys. The same is done if dealing with pro se parties.
			Sharon N. Jones, Clerk 757/365-6233 9:00AM - 5:00PM  E-Mail: snjones@courts.state.va.us				

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-18

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
James City County/Williamsburg Circuit Court			Hon. Michael E. McGinty*			
Ninth Judicial Circuit			Hon. B. Elliott Bondurant			
5201 Monticello Avenue			Hon. Richard H. Rizk			
Suite Six			Hon. Jeffrey W. Shaw			
Williamsburg, VA	23188-8218		Mona A. Foley, Clerk			
Judge's Address:	5201		757/564-2242			
Monticello Avenue, Suite One,			Judge's Chambers: 757/564-2300			
Williamsburg, VA	23188-8218		8:30AM - 4:30PM			

King and Queen Circuit Court  
Ninth Judicial Circuit  
P. O. Box 67  
Court House  
King And Queen, VA 23085-0067

Hon. Michael E. McGinty\*  
Hon. B. Elliott Bondurant  
Hon. Richard H. Rizk  
Hon. Jeffrey W. Shaw

Vanessa D. Porter, Clerk  
804/785-5984  
Fax - 804/785-5698  
9:00AM - 5:00PM

King George Circuit Court  
Fifteenth Judicial Circuit  
9483 Kings Highway, Suite 3  
King George, VA 22485-3444

Hon. Joseph J. Ellis\*  
Hon. Herbert M. Hewitt  
Hon. Sarah L. Deneke  
Hon. J. Overton Harris  
Hon. Patricia Kelly  
Hon. Michael E. Levy  
Hon. Charles S. Sharp  
Hon. Harry T. Taliaferro III  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Charles V. Mason, Clerk  
540/775-3322  
Fax - 540/775-5466  
7:30AM - 4:30PM

E-Mail:  
CMason@courts.state.va.us

# TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 3rd Wednesday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
All cases set on Term Day or by pre-trial order, no appearance required.  
Grand Juries at 9:00 a.m.  
Criminal docket calls at 9:00 a.m.  
Civil docket calls at 11:00 a.m.  
Commissioners in Chancery are utilized generally in chancery cases.  
Instructions must be submitted prior to trial.  
Local rules adopted pursuant to § 8.01-4.  
Should term day fall on a legal holiday as set forth in § 2.2-3300, Code of Virginia (1950), as amended, the term day will be rescheduled.

Terms begin, 2nd Tuesday, Feb., Apr., June, Aug., Oct., & Dec.  
Grand Juries, 1st day of Term.  
Should a Term Day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the Term Day will be on the following day.  
Praecipes must be filed seven days preceding Civil Term Day.  
Civil cases set for trial by conference call with the judge.  
Instructions must be submitted 2 days prior to trial.  
Commissioners in Chancery are rarely used and only at request of attorneys.  
Local Rules adopted pursuant to § 8.01-4 for divorce cases.  
King and Queen Circuit Court mails orders through the postal service to the attorneys and pro se litigants within 5 business days of the orders being signed by the Judge.

Terms begin, 2nd Thursday, Jan., Apr., July, & Oct. at 10:00 a.m.  
Grand Juries, 1st day of Term.  
Cases set on Term Day by praecipe.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in general chancery causes, i.e., partition suits, etc.  
Term Day Convenes 10:00 a.m.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

King William Circuit Court  
Ninth Judicial Circuit  
351 Courthouse Lane, Suite 130  
King William, VA 23086

Hon. Michael E. McGinty\*  
Hon. B. Elliott Bondurant  
Hon. Richard H. Rizk  
Hon. Jeffrey W. Shaw

Patricia M. Norman, Clerk  
804/769-4936  
804/769-4937  
804/769-4938  
Fax - 804/769-4991  
8:30AM - 4:30PM

E-Mail:  
pnorman@courts.state.va.us

Lancaster Circuit Court  
Fifteenth Judicial Circuit  
8265 Mary Ball Road  
Lancaster, VA 22503  
Mailing Address: P.O. Box  
99, Lancaster, VA 22503

Hon. Harry T. Taliaferro III  
Hon. Joseph J. Ellis\*  
Hon. Sarah L. Deneke  
Hon. J. Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Patricia Kelly  
Hon. Michael E. Levy  
Hon. Charles S. Sharp  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Diane H. Mumford, Clerk  
804/462-5611  
Fax - 804/462-9978  
8:30AM - 4:30PM

Lee Circuit Court  
Thirtieth Judicial Circuit  
P. O. Box 326  
Main Street  
Jonesville, VA 24263-0326

Hon. Tammy S. McElvea  
Hon. Chadwick S. Dotson\*  
Hon. Jeffrey Hamilton  
Hon. John C. Kilgore

Rene Lamey, Clerk  
276/346-7763  
Fax - 276/346-3440  
8:00AM - 4:30PM

E-Mail:  
rlamey@courts.state.va.us

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., & Dec.  
Grand Juries, 1st day of Term.  
Grand Juries will meet at 9:00 a.m.  
Criminal docket will be held at 9:00 a.m.  
Civil docket will be held at 11:00 a.m.  
Commissioners in Chancery are utilized.  
Instructions must be submitted 2 days prior to trial.  
Should a Term Day fall on a legal holiday as set forth in § 2.1-21,  
Code of Virginia (1950), as amended, the Term Day will be on the  
following day.  
Praecipes must be filed seven days preceding Civil Term Day.

Terms begin, 4th Friday, Jan., Apr., July, & Oct.  
All cases set by agreement with Commonwealth's Attorney at  
preliminary hearing, on Term Day, or by agreement of counsel and the  
Court. The latter may be done by a telephone call to the Judge's  
office.  
Court convenes 9:00 a.m.  
In civil jury trials, instructions must be submitted to the Court and  
opposing counsel 5 days prior to trial.  
Commissioners in Chancery are utilized in general civil causes and  
divorces.

Terms begin, 1st Monday, March, June, & Dec.; 2nd Monday, Sept.  
Grand Juries, 1st day of Term and 1st Friday of each month.  
Cases set on Term Day. Civil cases set by praecipe.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized.  
Motion day at discretion of Chief Judge.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-20

CIRCUIT      COURT      ADDRESS

Loudoun Circuit Court  
Twentieth Judicial Circuit  
P. O. Box 550  
18 E. Market St., 3rd floor  
Leesburg, VA 20178

JUDGE   CLERK   PHONE #   HOURS

Hon. Burke F. McCahill  
Hon. Jeffrey W. Parker\*  
Hon. Douglas L. Fleming Jr.  
Hon. Jeanette A. Irby  
Hon. Stephen E. Sincavage

Gary M. Clemens, Clerk  
703/777-0270  
Fax - 703/777-0376  
Fax - Judges: 703/777-0676  
8:00AM - 4:00PM

Louisa Circuit Court  
Sixteenth Judicial Circuit  
Box 37  
100 W. Main Street  
Louisa, VA 23093-0037

Hon. Timothy K. Sanner\*  
Hon. Daniel R. Bouton  
Hon. Cheryl V. Higgins  
Hon. Richard E. Moore  
Hon. Susan L. Whitlock

Susan R. Hopkins, Clerk  
540/967-5312  
Judges: 540/967-5300  
Fax - 540/967-2705  
8:30AM - 5:00PM

E-Mail:  
SHopkins@courts.state.va.us

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 2nd Monday, Feb., Apr., June, Aug., & Dec.; Tuesday following 2nd Monday in Oct.  
Grand Juries, 2nd Mon. each month except May 19th (moved from May 12th) and October 20th (moved from October 13th due to Columbus Day holiday).  
Civil scheduling, Monday mornings, except holidays (by praecipe).  
Criminal cases are scheduled the day following term day at 9:00 a.m. or may be scheduled by praecipe.  
Court convenes 9:00 a.m. unless specially set otherwise.  
Commissioners in Chancery are utilized.  
Motion Day, Civil - 1st Friday of each month -- Ore Tenus Hearings, 9:00 a.m., Domestic cases, 10:00 a.m., Civil Law cases, 2:00 p.m.;  
Motions Day, Criminal - 4th Friday of each month, 9:00 a.m., No regular Motions Day in November or December.  
Praecipe must be filed 7 calendar days in advance of court docket.  
Recordation of deeds business hours are 8:00 a.m. - 4:00 p.m.  
Misdemeanor appeals, 2nd Fri., each month (except holidays).  
Financial transactions are accepted by the Clerk from 8:00 a.m. - 4:00 p.m.  
All visitors to Courts Complex are subject to security screening by Sheriff's deputies upon entering the facility.  
Cell phones with cameras are not permitted in the Courts Complex by members of the public. Members of the bar are allowed to bring cell phones with cameras in the Courts Complex. Except as noted above, no cameras are permitted in the Courts Complex. The use of cameras or recording devices are not allowed without the permission of the presiding judge.

Terms begin, 2nd Monday, Jan., March, July, Sept. & Nov.  
Due to the mandatory Judicial Conference, the May Term Day will be May 4, 2015.  
Grand Juries, 1st day of Term.  
All cases set on Term Day by praecipe filed 7 days prior.  
Court convenes 9:30 a.m., except for Motions Day which begins at 9:00 a.m.  
Commissioners in Chancery are rarely utilized and generally only by agreement of counsel.  
Local rules adopted pursuant to § 8.01-4.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-21

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Lunenburg Circuit Court  
Tenth Judicial Circuit  
11435 Courthouse Road  
Lunenburg, VA 23952

Hon. Donald Carl Blessing  
Hon. Leslie M. Osborn\*  
Hon. Joel C. Cunningham  
Hon. Kimberley S. White

Gordon F. Erby, Clerk  
434/696-2132  
Fax - 434/696-3931  
8:30AM - 4:30PM

Lynchburg Circuit Court  
Twenty-fourth Judicial Circuit  
P. O. Box 4  
900 Court Street  
Lynchburg, VA 24505

Hon. F. Patrick Yeatts\*  
Hon. R. Edwin Burnette Jr.  
Hon. John T. Cook  
Hon. Michael T. Garrett  
Hon. James W. Updike Jr.

Eugene C. Wingfield, Clerk  
434/455-2620  
Fax - 434/847-1864  
8:30AM - 4:30PM

Madison Circuit Court  
Sixteenth Judicial Circuit  
1 Main Street  
P. O. Box 220  
Madison, VA 22727

Hon. Daniel R. Bouton  
Hon. Timothy K. Sanner\*  
Hon. Cheryl V. Higgins  
Hon. Richard E. Moore  
Hon. Susan L. Whitlock

Leeta D. Louk, Clerk  
540/948-6888  
Fax - 540/948-3759  
8:30AM - 4:30PM

Martinsville Circuit Court  
Twenty-first Judicial Circuit  
P. O. Box 1206  
55 W. Church Street  
Martinsville, VA 24114-1206

Hon. G. Carter Greer  
Hon. David V. Williams\*  
Hon. Martin F. Clark Jr.

Ashby R. Pritchett, Clerk  
276/403-5106  
Fax - 276/403-5232  
9:00AM - 5:00PM

E-Mail:  
APritchett@courts.state.va.us

P. O. Box 1347 (Judges)

TERMS OF COURT AND GENERAL INFORMATION

Court convenes 9:30 a.m.  
Terms begin, 1st Monday, Feb., Apr., June, Aug., Oct., & Dec.  
If the first day, known as Term Day, of any Term as scheduled above shall fall on a legal holiday, then such Term shall commence and its Term Day be on the following day.  
All criminal cases are to be preset with the office of the Commonwealth's Attorney before Term Day. Civil cases are set by written request. (Email is preferred.) dblessing@courts.state.va.us with copy to ajamerson@courts.state.va.us.  
Final Orders are disbursed through the mail or by fax.

Criminal Terms begin, 1st Monday every month.  
Civil Terms begin, 1st Monday monthly.  
Grand Juries, 1st day of Term.  
All cases set on Term Day; Criminal - 9:00 a.m., Civil - 2:00 p.m.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in limited instances.  
Motion Day, 2nd & 4th Fri. after Term day, 9:00 a.m. - 4:30 p.m. by appointment.  
Misdemeanor appeals - 1st two days after opening day of Term.

Terms begin, 1st Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
Cases set on Term Day; 9:30 a.m. (Criminal), 11:00 a.m. (Civil)  
Motion Day, 2nd Wednesday, 9:00 (Criminal), 1:30 (Civil)  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized in limited instances.

Madison County Circuit Court mails the Final Order in Civil and Criminal Cases.

Criminal Terms begin, 1st Monday, Nov.; 2nd Monday, Feb.; 1st Mon., May; 4th Monday, July.  
Grand Juries, 1st day of Term.  
Civil cases set by Pretrial Scheduling Order.  
Criminal cases are set on Misdemeanor Appeal Day for Misdemeanor Trial Day; felony cases are set on Term Day, or on Felony Disposition Day #1 or #2, or on Return on Indictments Day.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in divorce proceedings, partition suits, creditors suits, etc.  
Distribution of Final Orders : Civil Case: Once received from the Judge's Office, certified copies of final orders are distributed to attorneys of record and to other persons identified in the Order to

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-22

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Martinsville Circuit Court - Continued

Mathews Circuit Court  
Ninth Judicial Circuit  
P. O. Box 463  
10622 Buckley Hall Road  
Mathews, VA 23109

Hon. Michael E. McGinty\*  
Hon. B. Elliott Bondurant  
Hon. Richard H. Rizk  
Hon. Jeffrey W. Shaw  
  
Angela Ingram, Clerk  
804/725-2550  
8:00AM - 4:00PM

Mecklenburg Circuit Court  
Tenth Judicial Circuit  
393 Washington Street  
P. O. Box 530  
Boydton, VA 23917-0530  
Street Address:393 Washington  
Street, Boydton, VA 23917

Hon. Leslie M. Osborn\*  
Hon. Donald Carl Blessing  
Hon. Joel C. Cunningham  
Hon. Kimberley S. White  
  
Michelle Gordon, Clerk  
434/738-6191  
434/738-6191 Ext. 5113  
Fax - 434/738-6861  
8:30AM - 5:00PM

Middlesex Circuit Court  
Ninth Judicial Circuit  
P. O. Box 158  
Routes 17 & 33  
Courthouse  
Saluda, VA 23149

Hon. Michael E. McGinty\*  
Hon. B. Elliott Bondurant  
Hon. Richard H. Rizk  
Hon. Jeffrey W. Shaw  
  
Lynn L. Dunlevy, Clerk  
804/758-5317  
Fax - 804/758-8637  
8:30AM - 4:30PM  
  
E-Mail:  
ldunlevy@courts.state.va.us

TERMS OF COURT AND GENERAL INFORMATION

receive a copy. Certified copies are mailed to the recipient's address appearing in the file or provided in the final order. If attorneys request an immediate copy, an uncertified copy is sent by electronic transmission. Distribution of Final Orders & Criminal Case: The Clerk's Office prepares final orders. Once endorsed by the Judge, copies are transmitted by electronic transmission, by fax and by mail to parties required by law to receive them.

Terms begin, 3rd Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
All cases set on Term Day.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized.  
Instructions must be submitted 2 days prior to trial.  
Should a Term Day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the Term Day will be on the following day.  
When the judge signs the original final order, the Court will mail a certified copy to all counsel, probation officers etc.

Court convenes 9:30 a.m.  
Terms begin, 3rd Monday, Jan., Feb., March, April, May, June, July, Aug., Sept., Oct., & Nov. 2nd Monday, Dec.  
Should a Term Day fall on a legal holiday, the Term Day will be on the following day.  
Grand Juries, 1st day of Term.  
Commissioners in Chancery are utilized.  
All criminal cases are to be preset with the office of the Commonwealth's Attorney before Term Day.  
Civil cases are set by written request (email is preferred). Send request to losborn@courts.state.va.us with copy to pcolgate@courts.state.va.us.

Terms begin, 4th Monday, Jan., March, May, July, Sept., Nov.  
Grand Juries, 1st day of Term, 9:00 a.m.  
All cases set on Term Day.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized.  
Instructions must be submitted prior to trial.  
Civil cases set by praecipe.  
Should a Term Day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the Term Day will be on the following day.  
Local rules adopted pursuant to § 8.01-4.  
Middlesex Circuit Court sends final orders through the regular mail.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-23

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Montgomery Circuit Court  
Twenty-seventh Judicial Circuit  
55 East Main Street, Suite 1  
Christiansburg, VA 24073

Hon. Robert M. D. Turk  
Hon. Josiah T. Showalter Jr.\*  
Hon. Bradley W. Finch  
Hon. Brett L. Geisler  
Hon. H. Lee Harrell  
Hon. Marcus H. Long Jr.  
  
Erica W. Williams, Clerk  
540/382-5760  
Judges' Chambers: 540-382-5754  
Fax - (540) 382-6937  
8:30AM - 4:30PM

Nelson Circuit Court  
Twenty-fourth Judicial Circuit  
P. O. Box 10  
84 Courthouse Square, 1st Floor  
Lovingston, VA 22949-0010

Hon. F. Patrick Yeatts\*  
Hon. R. Edwin Burnette Jr.  
Hon. John T. Cook  
Hon. Michael T. Garrett  
Hon. James W. Updike Jr.  
  
Judy Stevens Smythers, Clerk  
434/263-7020  
Fax - 434/263-7027  
8:00AM - 5:00PM

New Kent Circuit Court  
Ninth Judicial Circuit  
P. O. Box 98  
Courthouse  
12001 Courthouse Circle  
New Kent, VA 23124-0098

Hon. Michael E. McGinty\*  
Hon. B. Elliott Bondurant  
Hon. Richard H. Rizk  
Hon. Jeffrey W. Shaw  
  
Amy P. Crump, Clerk  
804/966-9520  
Fax - 804/966-9528  
8:30AM - 4:30PM

# TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 2nd Tuesday, Jan., April, July, & Oct.  
Grand Juries, 1st day of Term and 4th Tues. of each Term.  
Court convenes 9:00 a.m.  
Commissioners are utilized in equitable distribution matters; not divorce.  
Civil cases set by praecipe received 10 days prior to Term, by agreement of court and counsel.  
Criminal and traffic misdemeanor appeals pre-set with Commonwealth's Attorney's secretary for 2nd day of Term.  
Civil misdemeanor appeals set with Judge's secretary.  
Recordation cut off time 4:00 p.m.

Terms begin, 4th Tuesday, Jan, March, May, Sept , & Nov.  
Grand Juries, 1st day of Term.  
All cases set on Term Day or directly through Judge at other times.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized in general chancery causes.  
Divorce cases not usually referred.  
The Clerk of the Nelson County Circuit Court provides copies of Orders to local attorneys (within the Court square)and the Probation Officer by placing certified copies in their mailbox in the Clerk's Office. Certified copies of Orders for Attorneys outside the local area, to agencies (i.e. DMV, VASAP, DOC, etc.) are mailed by regular mail. This is the practice in both civil and criminal cases.

Court convenes: 9:00 a.m.  
Terms begin, 2nd Monday Jan; 3rd Monday Mar., May, July, Sept., & Nov.  
Grand Juries, 1st day of Term at 9:00 a.m.  
Praecipes must be filed by seven days preceding civil term day.  
Civil cases are set for trial by conference call with the Judge.  
Instructions must be submitted 2 days prior to trial.  
Commissioners in Chancery are rarely used and only at request of attorneys.  
Local Rules adopted pursuant to § 8.01-4 for divorce cases.  
Final civil orders are distributed using regular mail with postage paid self addressed envelopes provided by the parties.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.  
For Judge's Home Court, see Virginia Judges 6-1.



CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Newport News Circuit Court  
Seventh Judicial Circuit  
2500 Washington Avenue  
Courthouse Building  
Newport News, VA 23607-4307

Hon. C. Peter Tench\*  
Hon. Timothy S. Fisher  
Hon. David F. Pugh  
Hon. Gary A. Mills  
Hon. Bryant L. Sugg

Gary S. Anderson, Clerk  
757/926-8561  
8:00AM - 4:30PM

Norfolk Circuit Court  
Fourth Judicial Circuit  
150 St. Paul's Boulevard  
Norfolk, VA 23510

Hon. John R. Doyle III\*  
Hon. Michelle J. Atkins  
Hon. Junius P. Fulton III  
Hon. Mary Jane Hall  
Hon. Jerrauld C. Jones  
Hon. David W. Lannetti  
Hon. Everett A. Martin Jr.  
Hon. Joseph A. Migliozi Jr.

George E. Schaefer, Clerk  
757/664-4580  
8:45AM - 4:45PM

E-Mail:  
gschaefer@circuitcourtva.us

Northampton Circuit Court  
Second Judicial Circuit  
P. O. Box 36  
5229 The Hornes  
Eastville, VA 23347-0036

Hon. William R. O'Brien\*  
Hon. Glenn R. Croshaw  
Hon. Steven C. Frucci  
Hon. W. Revell Lewis III  
Hon. James Clayton Lewis  
Hon. Leslie L. Lilley  
Hon. Stephen C. Mahan  
Hon. H. Thomas Padrick Jr.  
Hon. A. Bonwill Shockley

# TERMS OF COURT AND GENERAL INFORMATION

Criminal term begins, 2nd Monday monthly; Docket call 1:30 p.m.  
Felony cases trial dates initially set in District Court, thereafter at docket call 1:30 p.m. 1st day criminal term.  
Civil term begins, 2nd Mon., Jan., March, July, Sept., & Nov.  
Due to the mandatory Judicial Conference, May Term Day will be on Friday, May 13, 2016. Grand Jury: 9:30 a.m., Courtroom No. 3; Civil Docket Call: 10:00 a.m., Courtroom No. 2; Criminal Docket Call: 1:30 p.m., Courtroom No. 3.  
Civil docket call 10:00 a.m.  
Grand Juries, 1st day of Criminal Term at 9:30 a.m.  
Praecipes must be filed by ten days preceding Civil Term Day.  
Court convenes 10:00 a.m.  
Commissioners in Chancery are not utilized in divorce cases.  
If any Monday is a State holiday, docket call will be the following day.  
Scheduling orders are not mandatory, but pre-trial conferences are.  
Local rules can be found on the Internet at [www.nngov.com/circuit-court](http://www.nngov.com/circuit-court)  
Order to Meet and Confer must be completed and filed with the Court three days prior to each pendente lite hearing. Form Pendente Lite Order must be completed after each pendente lite hearing.

Terms begin the first day of the month  
Grand Juries, 1st and 3rd Wednesday of each month  
Civil cases set by agreement of counsel and consent of the court; scheduling orders are mandatory in most cases.  
Civil and Criminal trials begin at 9:30 a.m.  
Commissioners in Chancery are appointed in suits for accounting, partition, delinquent taxes, and judgment debtor interrogatories, and in other suits by order of the Court.  
Local rules are adopted pursuant to 8.01-4; they can be found at <http://www.norfolkcircuitcourt.us/civil/civil-plan>  
Uncontested divorces are heard Monday through Thursday from 9:00 a.m. to 11:50 a.m. and set through the Clerk  
Final orders are sent to counsel by email and by regular mail to pro se parties and counsel for whom the Clerk has no email address.  
Self-addressed stamped envelopes are appreciated but not necessary.

Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
Docket call held the 2nd Monday in Jan., March, May, July, Sept., & Nov. at 10:00 a.m.  
Court convenes 9:30 a.m.  
Motions and other pretrial hearings will be heard on the 2nd Friday of each month at 9:30 a.m. by scheduling a hearing with Court's Judicial Assistant to be placed on the motions docket for that day.  
Cases set by writtten request submitted one (1) business day previous

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Northampton Circuit Court - Continued

Traci L. Johnson, Clerk  
757/678-0465  
Fax - 757/678-5410  
9:00AM - 5:00PM  
  
E-Mail:  
tljohnson@courts.state.va.us

Northumberland Circuit Court  
Fifteenth Judicial Circuit  
P. O. Box 217  
39 Judicial Place  
Heathsville, VA 22473-0217

Hon. Harry T. Taliaferro III  
Hon. Joseph J. Ellis\*  
Hon. Sarah L. Deneke  
Hon. J. Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Patricia Kelly  
Hon. Michael E. Levy  
Hon. Charles S. Sharp  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Deborah Bingham, Clerk  
804/580-3700  
Fax - 804/580-2261  
8:30AM - 4:45PM

Nottoway Circuit Court  
Eleventh Judicial Circuit  
328 West Courthouse Road  
Nottoway, VA 23955

Hon. Paul W. Cella\*  
Hon. Dennis M. Martin  
Hon. Joseph M. Teefey Jr.

Jane L. Brown, Clerk  
434/645-9043  
Fax - 434/645-2201  
8:30AM - 4:30PM

E-Mail:  
jlbrown@courts.state.va.us

TERMS OF COURT AND GENERAL INFORMATION

to docket call, or by praecipe, followed by appearance at docket call held on 2nd Monday (Term Day) of odd months at 10:00 a.m. Commissioners in Chancery are utilized. Supreme Court Deed Calculation Page is required as the cover sheet for all land recordings. Tax Map Numbers are required. All civil filings require a (Form CC-1416) Cover Sheet for Filing Civil Actions. Arraignments: Tuesday at 1:30 p.m. by the General District Court; Mondays at 11:30 a.m. by the J&DR Court (domestic and juvenile related indictments only).

Terms begin, 4th Tuesday, Jan., Apr., July & Oct.  
All cases set by agreement with Commonwealth's Attorney at preliminary hearing, on Term Day, or by agreement of counsel and the Court. The latter may be done by a telephone call to the Judge's office. Court convenes at 9:00 a.m. In civil jury trials, instructions must be submitted to the Court and opposing counsel 5 days prior to trial. Commissioners in Chancery are utilized in general chancery causes and divorces. Distribution of final orders are done through regular mail.

Court convenes 9:00 a.m. unless otherwise notified.  
Term Days: 1st Tuesday, Jan., March, May, July, Sept., & Nov., 10:00 a.m.  
Criminal Days: 2nd, 3rd & 4th Mon. each month, 9:00 a.m.  
Grand Juries, 1st day of Term.  
Cases set on Term Day or by agreement of counsel and consent of court. Commissioners in Chancery are utilized in general chancery causes. Certified copies of orders are mailed, via US mail, to counsel/moving litigants. Certified copies of orders are mailed to all other parties upon request or as directed by a Court order. It is requested that counsel/litigants provide a self-addressed stamped envelope.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-26

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Orange Circuit Court  
Sixteenth Judicial Circuit  
110 North Madison Road, Suite 300  
P. O. Box 230  
Orange, VA 22960

Hon. Daniel R. Bouton  
Hon. Timothy K. Sanner\*  
Hon. Cheryl V. Higgins  
Hon. Richard E. Moore  
Hon. Susan L. Whitlock

Teresa T. Carroll, Clerk  
540/672-4030  
Fax - 540/672-2939  
8:30AM - 4:30PM

Page Circuit Court  
Twenty-sixth Judicial Circuit  
116 South Court Street  
Suite A  
Luray, VA 22835

Hon. Thomas J. Wilson IV\*  
Hon. Bruce D. Albertson  
Hon. Clark Andrew Ritchie  
Hon. Clifford Lynwood Athey Jr.  
Hon. Neil Randolph Bryant  
Hon. Dennis Lee Hupp  
Hon. Alexander R. Iden  
Hon. Ronald Lewis Napier

C. Grayson Markowitz, Clerk  
540/743-4064  
540/743-6902  
Fax - 540/743-2338  
9:00AM - 5:00PM

Patrick Circuit Court  
Twenty-first Judicial Circuit  
P. O. Box 148  
101 Blue Ridge Street  
Stuart, VA 24171-0148

Hon. Martin F. Clark Jr.  
Hon. David V. Williams\*  
Hon. G. Carter Greer

Susan C. Gasperini, Clerk  
276/694-7213  
276/694-3775 (Judge)  
Fax - 276/694-6943  
9:00AM - 5:00PM

P. O. Box 762 (Judge)

Petersburg Circuit Court  
Eleventh Judicial Circuit  
7 Courthouse Avenue  
Petersburg, VA 23803  
Judge's Chambers: 1  
Courthouse Avenue

Hon. Paul W. Cella\*  
Hon. Dennis M. Martin  
Hon. Joseph M. Teefey Jr.

Shalva J. Braxton, Clerk  
804/733-2367  
Fax - 804/732-5548  
8:00AM - 4:00PM

E-Mail:

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 4th Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
Cases set on Term Day.  
Motion day, 4th Monday Feb., Apr., June, Aug., Oct., Dec.; on Monday  
following Term Day Jan., March, May, July, Sept., & Nov. (Criminal  
motions day docket begins at 9:00 a.m.)  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized.

Terms begin, 4th Monday, Jan., Apr., July, & Oct.  
Motion Day, Tuesday after 2nd Monday, each month.  
Misdemeanor appeal days, Tuesday following fourth Monday, Jan. to  
Nov.; 3rd Tuesday in December  
Grand Juries, 4th Monday, each month; none in December  
Praeipie must be filed not less than 7 days preceding Motion Day nor  
more than 30 days.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized.  
Local rules adopted pursuant to § 8.01-4.

Terms begin, 1st Monday, March, June, Sept., & Dec.  
Grand Juries, 1st day of Term.  
Court convenes at 9:00 a.m.  
Civil cases utilize scheduling procedures set out in Rules of Court  
1:18 - 1:20.  
Commissioners in Chancery are utilized in general chancery causes.

Criminal term begins, 3rd Thursday, each month.  
Civil term begins, 3rd Thursday, each month.  
Grand Juries, 1st day of criminal term.  
Criminal cases set through Commonwealth's Attorney on designated days.  
Civil cases, and hearings in civil cases, set through the Court  
Administrator, Tamera Wilson (804)733-2423 or  
twilson@courts.state.va.us, or on term days in matured cases.  
Court convenes 9:00 a.m., and 1:00 p.m.  
Criminal bench days every Monday morning, every Tuesday morning and  
afternoon, and every Thursday morning and afternoon, except term

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-27

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Petersburg Circuit Court - Continued Pittsylvania Circuit Court Twenty-second Judicial Circuit One North Main Street P.O. Box 31 Chatham, VA 24531		sbraxton@courts.state.va.us				
		<u>Hon. Stacey W. Moreau</u>				
		Hon. Joseph W. Milam Jr.* Hon. Clyde H Perdue Jr. Hon. James J. Reynolds				
		Mark W. Scarce, Clerk 434/432-7887 Fax - 434/432-7913 8:30AM - 5:00PM				

Portsmouth Circuit Court Third Judicial Circuit 1345 Court Street P. O. Box 1217 Portsmouth, VA 23705		<u>Hon. Johnny E. Morrison*</u>				
		<u>Hon. James C. Hawks</u>				
		<u>Hon. Kenneth R. Melvin</u> Hon. William S. Moore Jr.				
		Cynthia P. Morrison, Clerk 757/393-8671 Fax - 757-399-4826 8:30AM - 4:30PM				
		E-Mail: CMorrison@courts.state.va.us				

Powhatan Circuit Court Eleventh Judicial Circuit 3880 Old Buckingham Road Suite C Powhatan, VA 23139 Recording Times: 8:30 a.m.-4:30 p.m. daily		Hon. Paul W. Cella*				
		Hon. Dennis M. Martin Hon. Joseph M. Teefey Jr.				
		Teresa H. Dobbins, Clerk 804/598-5660 Fax - 804/598-5608 8:30AM - 5:00PM				
		E-Mail: tdobbins@courts.state.va.us				

Prince Edward Circuit Court Tenth Judicial Circuit Courthouse Building P. O. Box 304 North Main Street Farmville, VA 23901-0304		<u>Hon. Kimberley S. White</u>				
		Hon. Leslie M. Osborn*				
		Hon. Donald Carl Blessing Hon. Joel C. Cunningham				
		Machelle J. Eppes, Clerk 434/392-5145 Judges' Chambers: 434/392-5171 Fax - Clerk's Office: 434/392-3913				

# TERMS OF COURT AND GENERAL INFORMATION

days.  
Terms begin, 3rd Monday, Feb., Apr., June, Aug., Oct., & Dec.  
Grand Juries, 1st day of Term.  
All criminal and civil cases are set by the court's administrative  
assistant, Ms. Angie Harris, and the dates are coordinated with the  
attorneys involved.  
Court convenes 8:30 a.m.  
Commissioners in Chancery are utilized in Decrees of Reference.  
Instructions must be submitted prior to trial.  
This office requires a self address envelope for the distribution of  
final orders.

Terms begin, 1st Thursday, each month  
Criminal docket call, 2:15 p.m.; 1st day of Term.  
Grand Juries, 1st day of Term.  
Civil cases set by agreement of counsel after consultation with the  
docket clerk (757-393-5373). Scheduling order required for civil  
cases.  
Motions heard daily between 9:00 a.m. & 10:00 a.m. & every Friday,  
10:00 a.m.  
Court convenes 10:00 a.m.  
Docket control procedures adopted pursuant to § 8.01-4 and available  
on the website (www.portsmouthva.gov/circuitcourtclerk).

Court convenes 9:00 a.m., unless otherwise notified.  
Term Days: 2nd Tuesday, Feb., April, June, Oct., & Dec., 10:00 a.m.  
Criminal Days: 1st Mon., 2nd Fri. & 4th Thurs. & 2nd Tues. each month  
of January, March, May, July, September and November.  
Grand Juries, 1st day of Term.  
All cases set on Term Day or by agreement of counsel and consent of  
court.  
Commissioners in Chancery are utilized in general chancery causes.

Court convenes 9:30 a.m. or as otherwise set.  
Terms begin, Tuesday after 3rd Monday, Jan., Apr., June, Sept., & Nov.  
Grand Juries, 1st day of Term.  
All criminal cases are to be set with the office of the  
Commonwealth's Attorney.  
Civil cases are set by written request (email is preferred). Send  
request to kwhite@courts.state.va.us with copy to  
ajamerson@courts.state.va.us.  
Court orders are distributed within 30 days. If additional

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Prince Edward Circuit Court - Continue	Fax - Judges' Chambers:					
	434/392-4662					
	8:30AM - 4:30PM					

E-Mail:  
meppes@courts.state.va.us

Prince George Circuit Court						
Sixth Judicial Circuit						
P. O. Box 98						
6601 Courts Drive						
Prince George, VA 23875-0098						

Hon. W. Allan Sharrett\*  
Hon. Nathan Curtis Lee  
  
Bishop Knott Jr., Clerk  
804/733-2640  
Fax - 804/861-5721  
8:30AM - 5:00PM

P. O. Box 280 (Judges)

Prince William Circuit Court						
Thirty-first Judicial Circuit						
9311 Lee Avenue						
Manassas, VA 20110						

Hon. Craig D. Johnston\*  
Hon. Lon Edward Farris  
Hon. Carroll A. Weimer  
Hon. Tracy Calvin Hudson  
Hon. Kimberly A. Irving  
Hon. Steven S. Smith

circuitcourt@pwcgov.org

www.pwcgov.org/ccourt

Michele B. McQuigg, Clerk  
703/792-6015  
Civil: 703/792-6029  
Fines/Costs: 703-792-6031  
Criminal/Courtroom Support:  
703-792-6025  
Fax - Criminal Fax: 703-792-5746  
Fax - Civil Fax: 703-792-7750  
8:30AM - 5:00PM

E-Mail:  
mmcquigg@pwcgov.org

TERMS OF COURT AND GENERAL INFORMATION
--

information is needed please advise.

Terms begin, 3rd Tuesday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
All cases set on Term Day.  
Civil cases set by calling court administrator 804/733-2623.  
Civil court convenes 9:00 a.m.; criminal court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in execution of Decrees of  
Reference in general chancery causes, except divorce.  
Praecipe filed through Wednesday preceding Term Day.  
Instructions must be submitted 5 days prior to trial.  
Local rules adopted pursuant to § 8.01-4.  
The policy of the Prince George Circuit Court office concerning the  
distribution of Civil Court (Final) Orders is that the documents are  
certified and are mailed to the litigant and/or their counsel in a  
timely manner. A self addressed/stamped envelope is preferred in  
order to necessitate a timely turnaround but orders will be mailed to  
the addressed provided. The Criminal Court (Final) Orders are  
forwarded by fax or mailed to counsel.

Court convenes 10:00 a.m.  
Terms begin, 1st Monday, Feb., April, June; 1st Tuesday, July -  
December.  
Grand Jury meets 1st Monday of each month unless 1st Monday is a  
holiday then following Tuesday. 8:45 a.m.  
Criminal Term Day at 10:00 a.m. on 1st Tuesday following the 1st  
Monday of each month.  
Civil Term Day at 2:00 p.m. on 1st Tuesday following the 1st Monday  
of each month.  
Praecipe filed through Wednesday preceding Civil Term Day. Cases may  
be set on term day or by calling chambers at 703/792-6010.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-29

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Pulaski Circuit Court  
Twenty-seventh Judicial Circuit  
45 Third Street, NW  
Suite 101  
Pulaski, VA 24301

Hon. Josiah T. Showalter Jr.\*  
Hon. Bradley W. Finch  
Hon. Brett L. Geisler  
Hon. H. Lee Harrell  
Hon. Marcus H. Long Jr.  
Hon. Robert M. D. Turk  
  
Maetta H. Crewe, Clerk  
540/980-7825  
Fax - 540/980-7835  
8:30AM - 4:30PM

Radford Circuit Court  
Twenty-seventh Judicial Circuit  
619 Second Street, West  
Radford, VA 24141

Hon. Josiah T. Showalter Jr.\*  
Hon. Bradley W. Finch  
Hon. Brett L. Geisler  
Hon. H. Lee Harrell  
Hon. Marcus H. Long Jr.  
Hon. Robert M. D. Turk

Ann Howard, Clerk  
540/731-3610  
Fax - 540/731-3612  
8:30AM - 5:00PM  
(no machine receipts after 4:30 p.m.)

E-Mail:  
ann.howard@radfordva.gov

Rappahannock Circuit Court  
Twentieth Judicial Circuit  
238 Gay Street  
P. O. Box 517  
Washington, VA 22747-0517

Hon. Jeffrey W. Parker\*  
Hon. Douglas L. Fleming Jr.  
Hon. Jeanette A. Irby  
Hon. Burke F. McCahill  
Hon. Stephen E. Sincavage

Margaret Ralph, Clerk  
540/675-5350  
Fax - 540/675-5351  
8:30AM - 4:30PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 3rd Monday, Feb., 4th Monday, May;  
\*\*Effective July 1, 2013 - Terms will begin the 2nd Monday of July,  
October, January and April.\*\*  
Grand Juries, 1st day of Term.  
Docket call 1st Thurs. Feb., Nov.; last Thurs. Apr., Aug.  
Court convenes 9:30 a.m.  
Civil actions are scheduled directly through the judge's office.  
Clerk is notified of hearing by letter from counsel.  
Orders are received by court and legal through the RMS system. All  
other distributions are faxed unless otherwise requested

Terms begin, 2nd Friday, Mar., June, & Sept. and Dec.  
Grand Juries, 1st day of Term.  
Civil cases set by contacting Judge's Office by agreement of counsel.  
Criminal cases pre-set with Commonwealth's Attorney's office.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized only in certain cases

Terms begin, 2nd Monday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
All cases set on Term Day.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in partition and other  
complicated chancery causes.  
Civil Trial Scheduling: all counsel must appear to set a trial date.  
Recordation cutoff time: 4:00 p.m.  
Faxes not accepted.  
All final orders are mailed via USPS.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-30

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Richmond City Circuit Court  
Thirteenth Judicial Circuit  
400 North Ninth Street  
John Marshall Courts Building  
Richmond, VA 23219

Hon. C. N. Jenkins Jr.\*  
Hon. Bradley B. Cavedo  
Hon. Phillip L. Hairston  
Hon. William R Marchant  
Hon. Gregory L. Rupe  
Hon. Beverly W. Snukals  
Hon. Joi Jeter Taylor

Edward F. Jewett, Clerk  
804/646-6505  
Fax - 804/646-6562  
Fax - Law: 804/646-7274  
Fax - Criminal: 804/646-6562  
8:30AM - 4:30PM

E-Mail:  
Edward.Jewett@richmondgov.com

Richmond County Circuit Court  
Fifteenth Judicial Circuit  
P. O. Box 1000  
101 Court Circle  
Warsaw, VA 22572-0956

Hon. Harry T. Taliaferro III  
Hon. Joseph J. Ellis\*  
Hon. Sarah L. Deneke  
Hon. J. Overton Harris  
Hon. Herbert M. Hewitt  
Hon. Patricia Kelly  
Hon. Michael E. Levy  
Hon. Charles S. Sharp  
Hon. Gordon F. Willis  
Hon. Victoria A. B. Willis

Cheryl B. Pierson, Clerk  
804/333-3781  
Fax - 804/333-5396  
9:00AM - 5:00PM

Roanoke City Circuit Court  
Twenty-third Judicial Circuit  
P. O. Box 2610  
315 West Church Avenue  
Roanoke, VA 24010-2610  
E-mail Address:  
Brenda.Hamilton@roanokeva.gov

Hon. William D. Broadhurst  
Hon. David B. Carson  
Hon. Charles N. Dorsey  
Hon. James R. Swanson\*

Brenda S. Hamilton, Clerk  
540/853-6702  
Judge Carson's Office:  
540/853-2436  
Judge Broadhurst's Office:  
540/853-2051  
Judge Dorsey's Office:  
540/853-2437

TERMS OF COURT AND GENERAL INFORMATION

Civil Terms begin, 4th Monday, Jan., April, July, & Oct.  
Criminal Terms begin, 1st Monday, monthly.  
Grand Juries, 1st Monday monthly.  
Docket call on Term Day, 9:00 a.m. (criminal),  
Commissioners in Chancery are not utilized in uncontested divorces.  
Court convenes 9:00 a.m.

Terms begin on the 4th Monday of January, April, July and October.  
All cases set by agreement with Commonwealth's Attorney at  
preliminary hearing, on Term Day, or by agreement of counsel and the  
Court. The latter may be done by a telephone call to the Judge's  
office @ 804-333-5568.  
Court convenes 9:00 a.m.  
In civil jury trials, instructions must be submitted to the Court and  
opposing counsel 5 days prior to trial.  
Commissioners in Chancery are utilized in general chancery causes and  
divorces.

Civil and criminal terms begin 1st Monday of each month.  
  
Grand Juries, 1st Monday, monthly.  
Civil cases set by praecipe received by clerk 7 days preceding civil  
docket call, 1st Monday, and by agreement of counsel, by docket judge  
and secretary.  
Court convenes 8:30 a.m.  
Commissioners in Chancery are utilized on petition of counsel or by  
order of court.  
The process for distributing of Criminal Orders are either put in  
attorney's box located in the Clerk's Office, mail via USPS or fax.  
The process for distributing of Civil Orders are put in attorney's  
box located in the Clerk's Office. If they do not have a box, they

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Roanoke City Circuit Court - Continued			Judge Weckstein's Office:			
			540/853-2435			
			Judge Swanson's Office:			
			540/387-6270			
			Fax - 540/853-1024			
			8:15AM - 4:45PM			
			Hours for Judges: 8:30 AM - 5:00 PM			
			E-Mail:			
			brenda.hamilton@roanokeva.gov			

Roanoke County Circuit Court  
Twenty-third Judicial Circuit  
P. O. Box 1126  
305 E. Main Street  
Salem, VA 24153-1126

Hon. James R. Swanson\*  
Hon. Charles N. Dorsey  
Hon. William D. Broadhurst  
Hon. David B. Carson  
  
Steven A. McGraw Sr., Clerk  
540/387-6205  
Fax - 540/387-6145  
8:30AM - 4:30PM  
  
E-Mail:  
smcgraw@roanokecountyva.gov

Rockbridge Circuit Court  
Twenty-fifth Judicial Circuit  
Rockbridge County Courthouse  
20 South Randolph Street, Suite 101  
Lexington, VA 24450

Hon. Malfourd W. Trumbo\*  
Hon. Victor V. Ludwig  
Hon. Charles L. Ricketts III  
  
D. Bruce Patterson, Clerk  
540/463-2232  
Fax - 540/463-3850  
8:30AM - 4:30PM  
  
E-Mail:  
dBPatterson@courts.state.va.us

TERMS OF COURT AND GENERAL INFORMATION

are mailed via USPS.

Criminal term begins, 1st Friday, Feb., Apr., June, Oct., & Dec.; 2nd Friday, Aug.  
Civil term begins, 1st Friday, Jan., Feb., Apr., June, Oct., & Dec.; 2nd Friday, Aug.  
Grand Juries, 1st day of criminal term, 9:00 a.m.  
Criminal docket call immediately following Grand Jury convening, criminal probation reporting at 9:30 a.m., followed by civil docket call at 11:00 a.m.  
All cases set on Term Day.  
Court convenes 8:30 a.m.  
Commissioners in Chancery are utilized at request of counsel or by order of court.  
Civil cases set by praecipe received by clerk 7 days prior to docket call, by agreement of counsel, by docket judge and secretary.

Court convenes 9:30 a.m.  
Terms begin, 1st Monday, Feb., May, & Nov.; 2nd Monday in July; Tuesday following Labor Day in Sept.  
Grand Juries, 1st day of Term.  
Criminal cases set on first day of each Term  
Misdemeanor Appeals Days, 1st Wednesday of each month.  
Motion Day, 3rd Monday of each month.  
Divorce/Equity Day: 3rd Wednesday of each month.  
Civil cases set on Motions Day by praecipe received 10 days in advance or by agreement and set by judge's secretary.  
Commissioners in Chancery are utilized in limited cases except divorce.  
Rockbridge Circuit Court's policy is to provide copies of final civil orders to local attorneys by placing the copy in their mailbox in our office and to mail copies to out-of-town attorneys and pro se litigants within two days of entry. We do not require a self-addressed stamped envelope.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-32



CIRCUIT      COURT      ADDRESS

JUDGE   CLERK   PHONE #   HOURS

TERMS OF COURT AND GENERAL INFORMATION

Rockingham Circuit Court  
Twenty-sixth Judicial Circuit  
80 Court Square  
Courthouse  
Harrisonburg, VA 22802

Hon. Thomas J. Wilson IV\*  
Hon. Bruce D. Albertson  
Hon. Clifford Lynwood Athey Jr.  
Hon. Neil Randolph Bryant  
Hon. Dennis Lee Hupp  
Hon. Alexander R. Iden  
Hon. Ronald Lewis Napier  
Hon. Clark Andrew Ritchie

Chaz W. Haywood, Clerk  
540/564-3111  
Fax - 540/564-3127  
9:00AM - 5:00PM

E-Mail:  
clerkchaz@rockinghamcountyva.gov

Criminal terms begin, 3rd Monday, Jan., Apr., Jul., & Oct.  
Motion Day, 1st Mon. and 3rd Wed. after 1st Mon. each month  
Misdemeanor appeals days, 2nd Mon. each month.  
Grand Juries, 3rd Monday each month.  
Praecept must be filed not less than 7 days preceding Motion Day nor  
more than 30 days.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized.  
Local Rules adopted pursuant to § 8.01-4.

Russell Circuit Court  
Twenty-ninth Judicial Circuit  
P. O. Box 435  
53 East Main Street  
Lebanon, VA 24266

Hon. Michael Lee Moore  
Hon. Jack S. Hurley Jr.\*  
Hon. Patrick R. Johnson  
Hon. Richard C. Patterson  
Hon. Henry A. Vanover

Ann Sword McReynolds, Clerk  
276/889-8023  
Fax - 276/889-8003  
8:30AM - 4:30PM

Terms begin, 2nd Monday, Feb., May (see note), Aug., & Nov. \*\*May  
term date will be Monday, May 2, 2016, due to the 2016 Mandatory  
Judicial Conference for Circuit Court judges.\*\*  
Grand Juries, 1st day of Term.  
All cases set on Term Day.  
Court convenes 9:00 a.m.

Salem Circuit Court  
Twenty-third Judicial Circuit  
2 East Calhoun Street  
Salem, VA 24153

Hon. David B. Carson  
Hon. James R. Swanson\*  
Hon. William D. Broadhurst  
Hon. Charles N. Dorsey

Chance Crawford, Clerk  
540/375-3067  
Fax - 540/375-4039  
8:30AM - 4:30PM

E-Mail:  
CCrawford@courts.state.va.us

Terms begin, 3rd Friday, Feb., May, July, Sept.; 2nd Fri., Dec.  
Grand Juries, 1st day of Term.  
Civil cases set by praecipe received by clerk 7 days preceding docket  
call.  
Criminal cases set on Term day.  
Court convenes 8:30 a.m.  
Commissioners in Chancery are utilized on petition of counsel.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-33

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Scott Circuit Court  
Thirtieth Judicial Circuit  
202 West Jackson Street, Suite 102  
Gate City, VA 24251

Hon. John C. Kilgore  
Hon. Chadwick S. Dotson\*  
Hon. Jeffrey Hamilton  
Hon. Tammy S. McElyea  
  
Mark A. (Bo) Taylor, Clerk  
276/386-3801  
Fax - 276/386-2430  
8:30AM - 5:00PM

Shenandoah Circuit Court  
Twenty-sixth Judicial Circuit  
P. O. Box 406  
112 South Main Street  
Woodstock, VA 22664

Hon. Clifford Lynwood Athey Jr.  
Hon. Dennis Lee Hupp  
Hon. Ronald Lewis Napier  
Hon. Thomas J. Wilson IV\*  
Hon. Bruce D. Albertson  
Hon. Neil Randolph Bryant  
Hon. Alexander R. Iden  
Hon. Clark Andrew Ritchie  
  
Sarona S. Irvin, Clerk  
540/459-6150  
Fax - 540/459-6155  
9:00AM - 5:00PM

Smyth Circuit Court  
Twenty-eighth Judicial Circuit  
109 West Main Street, Room 144  
Marion, VA 24354

Hon. Deanis L. Simmons  
Hon. Sage B. Johnson\*  
Hon. C. Randall Lowe  
  
John H. Graham, Clerk  
276/782-4044  
Fax - 276/782-4045  
9:00AM - 5:00PM

Southampton Circuit Court  
Fifth Judicial Circuit  
P. O. Box 190  
22350 Main Street  
Courtland, VA 23837

Hon. Carl Edward Eason Jr.\*  
Hon. Lawson Wayne Farmer  
Hon. Robert H. Sandwich Jr.  
  
Richard L. Francis, Clerk  
757/653-2200  
8:30AM - 5:00PM  
  
E-Mail:

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 1st Monday, Feb., May, Aug., Nov.  
Grand Juries, 1st day of Term.  
Criminal cases set on Term Day, cases set by agreement of counsel  
and consent of court between docket calls.  
Civil cases set by praecipe filed with court.  
Court convenes 9:00 a.m.

Terms begin, Wednesday after 2nd Monday, Jan., Apr., July, & Oct.  
Motions Day, Second Thurs. of the month, 8:30 a.m.  
Grand Juries, 1st day of Term and on additional days as needed.  
Misdemeanor appeals days, Wed. after 1st Mon., Feb., Apr., June,  
Aug., Oct., & Dec.  
Praecipe must be filed 7 days preceding Motion Day.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized only in certain cases.  
Local Rules adopted pursuant to § 8.01-4.  
Instructions must be submitted prior to trial.

Docket calls will no longer be used. The Court will proceed with the  
Praecipe System to be called on the opening day of the term as set  
forth in Rule 1:15 of the Supreme Court of Virginia.  
Terms begin, 4th Tuesday, March, June, Sept., and 2nd Tuesday in Dec.  
Grand Juries, 1st day of Term.  
All cases set on Term Day or through contact with the Judge's office.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are only used to review accountings of  
Special Commissioners.  
Final orders are sent via email when an email address for attorneys.  
The court recommends that attorneys provide an email address when  
documents are filed.

Terms begin, 3rd Monday, Jan., March, May, July, Sept., & Nov.  
Motion Day, every Tuesday, 9:00 a.m., in Suffolk  
Grand Juries, 1st day of Term.  
Civil cases set by civil court administrator.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized for divorce annulments and  
depositions.  
Instructions must be submitted 7 days prior to trial.  
Local rules adopted pursuant to § 8.01-4.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-34

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Southampton Circuit Court - Continued			rfrancis@courts.state.va.us			
Spotsylvania Circuit Court			<u>Hon. Joseph J. Ellis*</u>			
Fifteenth Judicial Circuit			<u>Hon. Sarah L. Deneke</u>			
P. O. Box 96			Hon. J. Overton Harris			
9107 Judicial Center Lane			Hon. Herbert M. Hewitt			
Spotsylvania, VA 22553-0096			Hon. Patricia Kelly			
Judge Ellis: 9107 Judicial			Hon. Michael E. Levy			
Center Lane, 2nd Floor, Post			Hon. Charles S. Sharp			
Office Box 2627,			Hon. Harry T. Taliaferro III			
Spotsylvania, VA 22553-2627			Hon. Gordon F. Willis			
Judge Ellis (phone):			Hon. Victoria A. B. Willis			
540/507-7624						
Judge Ellis (fax):			Christalyn M. Jett, Clerk			
540/507-4056			540/507-7600			
Judge Deneke: 9107 Judicial			Fax - 540/582-2169			
Center Lane, 2nd Floor, Post			8:00AM - 4:30PM			
Office Box 2627,						
Spotsylvania, VA 22553-2627						
Judge Deneke (phone):						
540/507-7623						
Judge Deneke (fax):						
540/582-7973						
Inclement Weather/Emergency						
Closing Number: 540/507-7498,						
Enter mailbox 3960#						

Stafford Circuit Court			<u>Hon. Michael E. Levy</u>			
Fifteenth Judicial Circuit			<u>Hon. Charles S. Sharp</u>			
P. O. Box 69			<u>Hon. Victoria A. B. Willis</u>			
1300 Courthouse Road			Hon. Joseph J. Ellis*			
Stafford, VA 22555			Hon. Sarah L. Deneke			
Judge Levy (Courtroom One)			Hon. J. Overton Harris			
Phone: 540/658-4840, option 1			Hon. Herbert M. Hewitt			
Fax: 540/658-4625			Hon. Patricia Kelly			
Judge Sharp (Courtroom Two)			Hon. Harry T. Taliaferro III			
Phone: 540/658-4840, option 2			Hon. Gordon F. Willis			
Fax: 540/658-4625						
Judge Willis (Courtroom			Kathy M. Sterne, Clerk			
Three) Phone: 540/658-4840,			540/658-8750			

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

TERMS OF COURT AND GENERAL INFORMATION

Court convenes 9:00 a.m.

Criminal Term/Grand Jury, 3rd Monday of each month.

Misdemeanor appeals are heard on the 3rd Friday of each month; 4th Friday, if 3rd Friday is a holiday.

Probation violation trials are heard on the 4th Tuesday of each month.

Civil Term, 3rd Monday of Jan., Apr., July and Oct., at 9:00 a.m.

Appearance required at Term. Mature cases set by praecipe. Praecipe must be filed ten (10) days prior to Term.

Civil appeals from District Court are called to be set for trial at 9:00 a.m. on the 2nd Friday of each month. Counsel and the parties must appear.

Arraignments may be set on any Tuesday but the 3rd Tuesday following the Grand Jury.

Divorce cases can be submitted on deposition/affidavit. Requests for ore tenus trials in divorce cases are heard on motion and notice on civil term days. (Referral to Alternative Dispute Resolution may be required.)

Pendente lite motions are heard the 2nd Thursday of each month and are set only through chambers. Pendente lite motions are limited to 30 minutes. Referral to parent education seminars required in all contested custody, visitation or support cases pursuant to § 20-103.

Commissioners in chancery are utilized in accordance with § 8.01-607 and Rule 3:23, in appropriate cases.

Judicial Settlement Conferences are utilized in civil cases and divorces. Please see the Supreme Court of Virginia's website at <http://www.courts.state.va.us/courts/scv/home.html> for all forms and procedures.

Motion days are the 1st and 3rd Monday of each month. Motions set at 9:00 a.m. Original motions should be filed with Clerk seven days in advance of hearing; courtesy copies of notice and motion should be sent to chambers. Time estimates should be shown on all notices. Motions exceeding 30 minutes must be scheduled through chambers (540-507-7624).

Court convenes at 9:00 a.m; jury trials convene at 10:00 a.m.

Criminal Term/Grand Jury, First Monday of each month at 9:00 a.m.

Civil Term, First Monday of Jan., April, July and Oct. at 11:00 a.m.

Mature cases set by praecipe only. Appearance required for Term Day.

Motion Days, 1st and 3rd Mondays, Criminal motions at 9:00 a.m., civil motions at 11:00 a.m. Originals of Motions should be filed with the Clerk seven days in advance; advance courtesy copies of motions should be faxed to chambers. If necessary, alternative motion dates may be obtained through chambers. Motions over 20 minutes must be scheduled through chambers.

If any Monday is a State holiday, pursuant to § 2.2-3300, Term/Motions will be held the following day.

Commissioners in Chancery utilized in accordance with § 8.01-607 et

CIRCUIT      COURT      ADDRESSJUDGE   CLERK   PHONE #   HOURSTERMS OF COURT AND GENERAL INFORMATION

option 3      Fax:  
540/658-4625  
Combined Chambers Address:  
P.O. Box 895, Stafford, VA  
22555-0895  
No financial payments are  
taken after 4:30 p.m.

Fax - 540/658-4653  
8:00AM - 4:30PM  
Open to the public: 8:00AM - 4:00PM

seq. and Rule 3.23.  
Depositions are routinely accepted in uncontested divorce cases. Ore  
tenuus hearings may be set by praecipe on Civil Term Day. Appearance  
required.  
Judicial Settlement Conferences are utilized in civil cases &  
divorces.  
Hearing dates for motions to puppress must be coordinated through  
chambers.  
Notices for hearings must contain time estimates for argument.  
Stafford Circuit court mails (regular mail) Certified copies back as  
soon as possible to the parties of the case. Return envelopes moves  
them a little faster and we have a pick-up box here in the office for  
attorneys who are here daily.

Staunton Circuit Court  
Twenty-fifth Judicial Circuit  
113 East Beverley Street  
2nd Floor  
Staunton, VA 24401

Hon. Charles L. Ricketts III  
Hon. Malfourd W. Trumbo\*  
Hon. Victor V. Ludwig  
  
Thomas E. Roberts, Clerk  
540/332-3874  
Judges' Chambers: 540/332-3870  
Fax - 540/332-3970  
Fax - Judges' Chambers Fax:  
540/332-3873  
8:30AM - 5:00PM

Terms begin, 3rd Monday, Jan., April, July, & Oct.  
Motion Day, 2nd Tuesday, monthly, 9:00 a.m.  
Grand Juries, 1st day of Term.  
Civil cases set by praecipe submitted not more than 28, or less than  
7 days preceding Motion Day. Cases set by agreement of counsel and  
consent of court between Motion Days.  
Commissioners in Chancery are utilized in some matters.

Clerk's Office - Third Floor

Suffolk Circuit Court  
Fifth Judicial Circuit  
P. O. Box 1604  
Mills E. Godwin, Jr. Courts Bldg.  
150 North Main Street  
Suffolk, VA 23439-1604  
<http://www.suffolkva.us/citygovt/co/clrk.html>

Hon. Carl Edward Eason Jr.\*  
Hon. Lawson Wayne Farmer  
Hon. Robert H. Sandwich Jr.  
  
W. R. Carter Jr., Clerk  
757/514-7800  
Fax - 757/514-7103  
8:30AM - 5:00PM  
Registers close at 4:30 p.m.  
No monetary transactions handled  
after 4:30 p.m.  
Passport & Marriage License  
Applications  
accepted 8:30AM - 4:00PM.  
  
E-Mail:  
WRCarter@courts.state.va.us

Terms begin, 4th Monday, Jan., March, May, July, Sept. & Nov.  
Motion Day, every Tuesday, 9:00 a.m.  
Grand Juries, 1st day of Term and 4th Wed in Feb., April, June, Aug.,  
& Oct.; 2nd Wed. in Dec.  
Civil cases set by civil court administrator.  
Court convenes 9:30 a.m.  
Commissions in Chancery are utilized in divorce, annulments, and  
depositions.  
Instructions must be submitted prior to trial.  
Local rules adopted pursuant to § 8.01-4.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-36

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
---------	-------	---------	-------	-------	---------	-------

Surry Circuit Court  
Sixth Judicial Circuit  
28 Colonial Trail, East  
Surry, VA 23883

Hon. W. Allan Sharrett\*  
Hon. Nathan Curtis Lee  
  
Gail P. Clayton, Clerk  
757/294-3161  
Fax - 757/294-0471  
9:00AM - 5:00PM  
  
E-Mail:  
gclayton@courts.state.va.us

Sussex Circuit Court  
Sixth Judicial Circuit  
P. O. Box 1337  
15088 Courthouse Road  
Route 735  
Sussex, VA 23884

Hon. W. Allan Sharrett\*  
Hon. Nathan Curtis Lee  
  
Gary M. Williams, Clerk  
434/246-1012  
434/246-5511 Ext. 1012  
Fax - 434/246-2203  
9:00AM - 5:00PM

Tazewell Circuit Court  
Twenty-ninth Judicial Circuit  
101 East Main Street, Suite 202  
Tazewell, VA 24651

Hon. Jack S. Hurley Jr.\*  
Hon. Patrick R. Johnson  
Hon. Michael Lee Moore  
Hon. Richard C. Patterson  
Hon. Henry A. Vanover  
  
Tammy B. Allison, Clerk  
276/385-1222  
Fax - 276/988-7501  
8:00AM - 4:30PM

TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 4th Tuesday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
Cases set on Term Day.  
Civil cases set by praecipe submitted through Wednesday preceding docket call.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized to take evidence in partition suits; injunctions; interrogatories.  
Instructions must be submitted 7 days prior to trial.  
Local rules adopted pursuant to § 8.01-4.

Terms begin, 2nd Tuesday, Jan., Mar., July, Sept., & Nov.  
The May term is usually scheduled to begin at an alternate date, due to a mandated judicial conference the 2nd week in May.  
Civil cases set by praecipe submitted through Wednesday preceding docket call. An attorney must appear at docket call, unless arrangements have been made through the court administrator, Ms. Sallie Neblett at 804-733-2623.  
Grand Juries, 1st day of Term.  
All Cases set on Term Day.  
Court convenes 9:00 a.m. (except first day of term which is 10:00 a.m.)  
Commissioners are utilized in partition matters, interrogatories and drawing of juries.  
Instructions must be submitted 5 days prior to trial.  
Local Rules adopted pursuant to § 8.01-4.  
The Sussex Circuit Court will forward final orders by regular mail, or by hand on the day of entry, certified copies of the final order to counsel or pro se parties once we receive the judge's signature. There is not a significant time lapse once the order has been entered, unless there is an untimely delay in receiving it by mail.

Terms begin, 2nd Tuesday, Jan., Mar., May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
Court convenes 9:00 a.m. unless presiding Judge shall designate some other hour.  
Commissioners in Chancery utilized in land title cases only.  
Misdemeanor appeal day begins the day following Term Day.  
Normal procedure dictates that Final Orders are certified and mailed to the attorney(s) of record, or mailed to the individual(s), if pro se. For local attorneys, we utilize the "mailbox" in our office, and certified Final Orders are placed in the designed slots for pick up. In criminal, one copy each Order is distributed to the Commonwealth and to the attorney of record; in civil, two copies are provided to the attorney(s) (one for the attorney file, one for their client), or one copy to the individual, if pro se.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-37

CIRCUIT      COURT      ADDRESS

Virginia Beach Circuit Court  
Second Judicial Circuit  
2425 Nimmo Parkway  
Building 10, 3rd Floor  
Virginia Beach, VA 23456-9017

JUDGE   CLERK   PHONE #   HOURS

Hon. William R. O'Brien\*  
Hon. Glenn R. Croshaw  
Hon. Steven C. Frucci  
Hon. W. Revell Lewis III  
Hon. Leslie L. Lilley  
Hon. Stephen C. Mahan  
Hon. H. Thomas Padrick Jr.  
Hon. A. Bonwill Shockley  
Hon. James Clayton Lewis

Tina E. Sinnen, Clerk  
757/385-4181  
757/385-4182 - Assumed Business  
Names  
757/385-4186, 757/385-4188 - Civil  
Division  
757/385-4187 - Criminal Division  
757/385-4819- Financing  
Statements/UCC  
757/385-8822, 757/385-4182 -  
Hunting & Fishing Lic  
757/385-4819 - Judgment Records  
757/385-8821 - Land Records  
757/385-8827 - Marriage License  
Recorded Info Line  
757/385-8822, 757/385-8926 -  
Marriage License Div  
757/385-4819- Military Discharge  
(DD-214)  
757/385-8831 - Probate/Wills  
Division  
8:30AM - 4:00PM

E-Mail:  
TSinnen@courts.state.va.us

Warren Circuit Court  
Twenty-sixth Judicial Circuit  
1 East Main Street  
Front Royal, VA 22630

Hon. Clifford Lynwood Athey Jr.  
Hon. Dennis Lee Hupp  
Hon. Ronald Lewis Napier  
Hon. Thomas J. Wilson IV\*  
Hon. Bruce D. Albertson  
Hon. Neil Randolph Bryant  
Hon. Alexander R. Iden  
Hon. Clark Andrew Ritchie

Daryl L. Funk, Clerk  
540/635-2435  
Fax - 540/636-3274

TERMS OF COURT AND GENERAL INFORMATION

Court convenes: 9:30 a.m.  
Arraignments: Mon. - Fri., 9:30 a.m.  
Term Begins: 1st Mon. of each month. If Term Day is a holiday, then  
it will be the next day.  
Grand Juries: 1st & 3rd Mon., each month. If it is a holiday, then  
it will be the next day.  
Criminal Term Day: Cases set with Commonwealth Attorney with defense  
counsel.  
Civil Term Day: Cases are set through docket call or by agreement  
outside of docket all. Trial date for civil appeal cases from the  
J&DR District Court set by Clerk's Office. Divorce cases heard by  
Commissioners and Court.  
Divorce and civil case procedure manuals available online.  
Motions Day: Fri., 9:30 a.m. Daily duty judge docket.  
Commissioners in chancery are utilized for certain matters.  
Additional information can be found online at [www.vbgov.com/courts](http://www.vbgov.com/courts).  
In the Virginia Beach Circuit Court Clerk's Office, copy fees are  
\$0.50 per sheet of paper and \$2.00 per certification of order. A self  
addressed stamped envelope is required for return of requested  
document. One complimentary certified copy of a final divorce decree  
is provided to the complainant or their counsel.

Terms begin, 1st Monday, Jan., Apr., July, & Oct.  
Civil Motion Day, 3rd Thursday of each month.  
Misdemeanor appeals days, 2nd Friday of each month.  
Grand Juries, 1st day of Term and other days as needed.  
Praecept must be filed 7 days preceding Motion Day.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized only in certain cases.  
Pretrial conference required in most civil cases.  
Local Rules adopted pursuant to § 8.01-4.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-38

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
Warren Circuit Court - Continued			9:00AM - 5:00PM			
Washington Circuit Court			<u>Hon. C. Randall Lowe</u>			
Twenty-eighth Judicial Circuit			Hon. Sage B. Johnson*			
Courthouse			Hon. Deanis L. Simmons			
189 East Main Street						
Abingdon, VA 24210			Tricia S. Moore, Clerk			
			276/676-6224			
			276/676-6226			
			Fax - 276/676-6218			
			8:00AM - 5:00PM			
Waynesboro Circuit Court			<u>Hon. Charles L. Ricketts III</u>			
Twenty-fifth Judicial Circuit			Hon. Malfourd W. Trumbo*			
250 South Wayne Avenue, Suite 202			Hon. Victor V. Ludwig			
P. O. Box 910						
Waynesboro, VA 22980			Nicole A. Briggs, Clerk			
Mailing address: P.O. Box			540/942-6616			
910, Waynesboro, VA			Fax - 540/942-6774			
22980-0910			8:30AM - 5:00PM			
			E-Mail:			
			briggsna@ci.waynesboro.va.us			
Westmoreland Circuit Court			<u>Hon. Harry T. Taliaferro III</u>			
Fifteenth Judicial Circuit			Hon. Joseph J. Ellis*			
P. O. Box 307			Hon. Sarah L. Deneke			
Courthouse			Hon. J. Overton Harris			
Montross, VA 22520-0307			Hon. Herbert M. Hewitt			
			Hon. Patricia Kelly			
			Hon. Michael E. Levy			
			Hon. Charles S. Sharp			
			Hon. Gordon F. Willis			
			Hon. Victoria A. B. Willis			
			Gwynne J. Chatham, Clerk			
			804/493-0108			
			Fax - 804/493-0393			
			9:00AM - 5:00PM			

# TERMS OF COURT AND GENERAL INFORMATION

Docket calls will no longer be used. The Court will proceed with the Praecipe System to be called on the opening day of the term as set forth in Rule 1:15 of the Supreme Court of Virginia.

Terms begin, 4th Tuesday, Jan., Apr., July, & Oct.

Grand Juries, 1st day of Term.

All cases set on Term Day or through contact with the Judge's office.

Court convenes 9:00 a.m.

Commissioners in Chancery are used only to review accountings of Special Commissioners.

Terms begin, 2nd Monday, Jan., March, May, Sept., & Nov.

Motion Day, 1st Wednesday each month, 9:00 a.m.

Grand Juries, 1st day of Term and 2nd Monday in July.

Criminal cases set on Term Day.

Civil cases set by praecipe submitted by noon 7 days prior to Motion Day.

Misdemeanor cases heard on 3rd Wednesday in each Term and in July.

Court convenes 9:30 a.m.

Commissioners in Chancery are utilized in general civil causes; usually not divorce.

Court convenes at 9:00 a.m. on Term Days and civil days.

Criminal court convenes at 10:00 a.m.

Terms begin, 4th Thursday, Jan., Apr., July, & Oct.

All cases set by agreement with Commonwealth's Attorney at preliminary hearing, on Term Day, or by agreement of counsel and the Court. The latter may be done by a telephone call to the Judge's office.

Court convenes 9:00 a.m.

In civil jury trials, instructions must be submitted to the Court and opposing counsel 5 days prior to trial.

Commissioners in Chancery are utilized in general chancery causes and divorces.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-39

CIRCUIT	COURT	ADDRESS	JUDGE	CLERK	PHONE #	HOURS
Williamsburg/James City County Circuit Court			Hon. Michael E. McGinty*			
Ninth Judicial Circuit			Hon. B. Elliott Bondurant			
5201 Monticello Avenue Suite Six			Hon. Richard H. Rizk			
Williamsburg, VA 23188-8218			Hon. Jeffrey W. Shaw			
Judge's address: 5201 Monticello Avenue, Suite One, Williamsburg, VA 23188-8218			Mona A. Foley, Clerk			
			757/564-2242			
			Judge's Chambers: 757/564-2300			
			8:30AM - 4:30PM			
			Recordation cut off time: 4:00PM			

Winchester Circuit Court			<u>Hon. Clifford Lynwood Athey Jr.</u>			
Twenty-sixth Judicial Circuit			<u>Hon. Neil Randolph Bryant</u>			
The Judicial Center			<u>Hon. Alexander R. Iden</u>			
5 North Kent Street			Hon. Thomas J. Wilson IV*			
Winchester, VA 22601			Hon. Bruce D. Albertson			
			Hon. Dennis Lee Hupp			
			Hon. Ronald Lewis Napier			
			Hon. Clark Andrew Ritchie			
			Terry H. Whittle, Clerk			
			540/667-5770			
			Fax - 540/667-6638			
			9:00AM - 5:00PM			
			E-Mail:			
			twhittle@courts.state.va.us			

# TERMS OF COURT AND GENERAL INFORMATION

Terms begin, 3rd Wednesday, Jan., March, May, July, Sept., & Nov.  
Grand Juries, 1st day of Term.  
Civil trials are set by praecipe submitted seven days preceding Term Day. Setting of trials without appearance at docket call will be at the Judge's discretion. (Judge's administrator handles all scheduling of civil cases.)  
Grand Juries at 9:00 a.m.  
Criminal docket calls at 9:00 a.m.  
Civil docket calls at 11:00 a.m.  
Instructions must be submitted prior to trial.  
Local rules adopted pursuant to § 8.01-4.  
Should term day fall on a legal holiday as set forth in § 2.2-3300, Code of Virginia (1950), as amended, the term day will be rescheduled.  
Recordation cutoff time is 3:30 p.m.  
Faxes from attorneys and litigants will NOT be accepted for any civil cases.  
The criminal division emails the final court orders to the attorneys upon request. We also have quite a few attorneys that use the OCRA system to obtain their own copies. We strongly encourage attorneys to provide a self-addressed, stamped envelope for return of their certified orders.

Terms begin, the 3rd Tuesday, Apr., July & Oct. January term begins the 2nd Tuesday.  
Civil Motions are set by the Court.  
Civil motions day is usually the 3rd Thursday of each month beginning at 8:00 a.m.  
Misdemeanor appeals set by the Court. See court website for 2014 Misdemeanor Appeals Days.  
Grand Jury meets on the 3rd Tuesday of each month except for these months and dates: Jan. 14, May 27, & Sept. 23.  
Praecipe must be filed not less than 7 days preceding Motion Day.  
Court convenes 9:00 a.m.  
Local Rules adopted pursuant to § 8.01-4.  
Please check our website for court calendar and updates or changes to the calendar.  
Website: [www.winfredclerk.com](http://www.winfredclerk.com)  
All orders are mailed to counsel or the litigants. In our jurisdiction, we do have mail boxes in our office for many local counsel. If local counsel have a mail box in the Clerk's Office, then the final order is placed in their respective mail boxes.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-40



CIRCUIT COURT ADDRESS

JUDGE CLERK PHONE # HOURS

TERMS OF COURT AND GENERAL INFORMATION

Wise/Norton Circuit Court  
Thirtieth Judicial Circuit  
P. O. Box 1248  
206 East Main Street  
Wise, VA 24293-1248

Hon. Tammy S. McElyea  
Hon. Chadwick S. Dotson\*  
Hon. Jeffrey Hamilton  
Hon. John C. Kilgore

J. Jack Kennedy Jr., Clerk  
276/328-6111  
Fax - 276/328-0039  
Fax - No faxes accepted (only PDF)  
8:30AM - 4:30PM

E-Mail:  
jack@jackkennedy.net

homepage: www.courtbar.org

Terms begin, 1st Tues. after 3rd Mon. in Jan.; 3rd Monday, Apr., July, Oct.  
Grand Juries, 1st day of Term, recalled once during the term.  
Civil cases set by praecipe; criminal cases set in conference two weeks prior to beginning of Term.  
Court convenes 9:00 a.m.  
Commissioners in Chancery are utilized in general chancery causes, except divorce.  
Local rules adopted pursuant to § 8.01-4.

Wythe Circuit Court  
Twenty-seventh Judicial Circuit  
Circuit Court Building  
225 S. Fourth Street  
Room 105  
Wytheville, VA 24382

Hon. Josiah T. Showalter Jr.\*  
Hon. Bradley W. Finch  
Hon. Brett L. Geisler  
Hon. H. Lee Harrell  
Hon. Marcus H. Long Jr.  
Hon. Robert M. D. Turk

Hayden H. Horney, Clerk  
276/223-6050  
Fax - 276/223-6057  
8:30AM - 5:00PM

E-Mail:  
HHorney@courts.state.va.us

Terms begin 3rd Monday, Jan., April, July & Oct.  
Grand Juries 1st day of Term.  
Civil cases set on 1st Tues., Jan., April, July & Oct. or by contacting Judge's legal assistant (276) 223-6113.  
Criminal cases pre-set with Commonwealth's Attorney's Office.  
Court convenes 9:30 a.m.  
Commissioners in Chancery are utilized in some cases.  
Misdemeanor appeals day, 4th Wed. at 9:00 a.m. of each month.

York County/Poquoson Circuit Court  
Ninth Judicial Circuit  
P. O. Box 371  
300 Ballard Street  
Yorktown, VA 23690-0371  
Recordation cutoff time is 3:45 p.m.

Hon. Michael E. McGinty\*  
Hon. B. Elliott Bondurant  
Hon. Richard H. Rizk  
Hon. Jeffrey W. Shaw

Kristen N Nelson, Clerk  
757/890-3350  
Fax - 757/890-3364  
8:00AM - 4:00PM

Terms begin, 3rd Tuesday, Jan., March, July, Sept., & Nov. Te  
Grand Juries, 1st day of Term.  
Grand Juries will meet at 9:00 a.m.  
Criminal trials set on Term Day.  
Civil trials set by telephone conference with Judicial Assistant 757/890-3367 after praecipe is filed.  
Equitable distribution cases heard ore tenus.  
Criminal docket calls will be held at 9:00 a.m.  
Commissioners in Chancery are not utilized.  
Should a term day fall on a legal holiday as set forth in § 2.1-21, Code of Virginia (1950), as amended, the term day will be on the following Tuesday.

Asterisk (\*) Denotes Chief Judge.

Underscoring Denotes Judge Presiding in this Court.

For Judge's Home Court, see Virginia Judges 6-1.

Circuit Courts

1-41